



CITY OF KINSTON

Subject: Inclement Weather	Section: Human Resources		Review Responsibility: Director of Human Resources		
	Policy #: 19	Effective Date: 8/15/2025	Rev. #: 3	Revision Date: 8/12/2025	Page: 1 of 3
	Supersedes: 6-1-99	Prepared By: Tiffany Smith, HR Director		Approved By: Rhonda Barwick, City Manager	

1.0 Purpose

To establish and communicate a uniform procedure for closing City facilities due to severe weather or related emergency conditions. This policy also defines employee responsibilities for reporting to work during such conditions and establishes a uniform method for addressing compensation, absences, and tardiness caused by severe weather.

2.0 Organizations Affected

All City employees working in all departments.

3.0 Policy

In the event of inclement weather or other emergencies affecting City operations, all City offices and departments will remain open for the entire scheduled workday or shift, unless the City Manager orders a closure or delayed opening of specific departments or operations.

4.0 Definitions

4.1 Emergency Personnel (Public Safety) – All non-civilian personnel in Public Safety, as well as civilian employees identified by the department head as essential to department operations during inclement weather or an emergency situation.

4.2 Emergency Personnel (Other Departments) – Employees of other departments who are designated by their department head or the City Manager as essential to departmental or City operations during inclement weather or emergency situations.

4.3 Workweek – The workweek is defined as beginning on Monday and ending on Sunday for employees working 40 hours per week.

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5.0 Responsibility

- 5.1 All City employees are to make every reasonable effort to report to work as scheduled. In emergency situations, those employees designated as emergency personnel may be expected to work throughout the duration of the emergency.

6.0 Procedures

- 6.1 All City employees are to make every reasonable effort to report to work in accordance with their assigned work schedule unless the City Manager has directed City facilities be closed.
- 6.2 In the event that the City Manager directs the closure of City facilities, employees who are instructed not to report to work will be charged accrued vacation leave or compensatory time, excluding sick leave, for all regularly scheduled hours not worked. If the employee does not have sufficient accumulated leave, the time will be considered leave without pay unless they are an exempt employee. Refer to HR for guidance on exempt employees. At the Department Head's discretion, employees may be permitted to make up the lost time, provided it can be completed within the same workweek. Decisions regarding delayed openings or early closures will be made solely by the City Manager.
 - 6.2.1 If conditions prevent an employee from reporting to work, the employee is expected to notify their supervisor in the same manner as for other absences. The missed day will be charged against accrued vacation leave or compensatory time, excluding sick leave. If the employee has no accumulated leave, the day will be considered leave without pay. At the Department Head's discretion, the employee may be allowed to make up the missed time, provided it can be completed within the same workweek.
- 6.3 An employee who is unavoidably late due to severe weather or emergency conditions will not lose paid time unless the delay is longer than 30 minutes. Delays of greater duration must be charged to accrued vacation leave, compensatory time or leave without pay. At the discretion of the Department Head, an employee may make up time missed by working additional hours within the same workweek.
 - 6.3.1 Emergency personnel shall be notified by their supervisor of any changes in normal work hours and schedules necessitated by inclement weather or emergency conditions. Subject to notification by their supervisor or department head, all emergency personnel not working scheduled hours at the time of an emergency are subject to "Standby Duty" in accordance with City policy.

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- 6.4 If weather conditions become progressively worse during the course of any work day, all employees will be expected to complete their normal work schedule unless City facilities are closed. Subject to the approval of their supervisor, an employee may request permission to leave early if they are concerned about their safety.
- 6.5 Employees in positions classified as exempt under the Fair Labor Standards Act (FLSA) will not receive additional pay or compensatory time off for hours worked beyond their normal work schedule, except under the following conditions: an emergency, as defined in N.C.G.S. §166A-19.3, has been officially declared by the Mayor or City Council, and the City's Emergency Operations Center (EOC) has remained open for seven consecutive days. Beginning on the eighth day and continuing thereafter, exempt employees will be compensated for overtime hours in the same manner as non-exempt employees.