

2 - EMPLOYMENT

2.9 - Inclement Weather Policy

Revised: July 1, 2007

Reviewed: December 2018

Departments and Divisions of the City of Marshalltown will generally maintain operations during all types of weather. Employees who are scheduled to work should report to work if possible.

If an employee is unable to report to work, leaves work because of inclement weather, or if the City's facilities close due to weather conditions, the employee will not be paid for the time that was not worked unless the employee uses vacation time, comp time, or personal time. Employees may use vacation, comp time, or personal time in increments of 15 minutes or more, if that does not conflict with any other policy or department work rule.

With advance approval of the employee's Department Director and if practical and not in violation of the Fair Labor Standards Act (FLSA), an employee may be allowed to make up missed work time at a rate of one hour of work for one hour of weather-related absence.