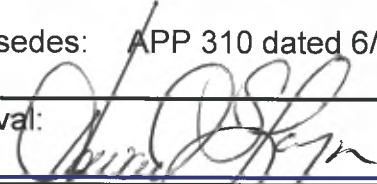




## Administrative Policies and Procedures

Policy Title: <b>Emergency Reduction in Operations</b>	Policy Number: 310
Effective: 5/19	
Supersedes: APP 310 dated 6/17 and APP 304 dated 1/10	
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## 1.0 Purpose

This policy is intended to establish a process for reducing city operations in the event of an emergency. The City of Ann Arbor recognizes that during an emergency the city has an obligation to maintain core functions to provide services to protect human life, public safety, property and critical infrastructure. As such, this policy defines the process by which the city may reduce operations to value the safety of our staff and the community that we serve.

## 2.0 Scope

- Full-time
- Part-time
- Temporary/Contract
- Salaried
- Union
- Independent Contractors

## 3.0 Policy

Employees who are covered under the provisions of a collective bargaining agreement will follow the standards as contained in their respective contracts if this policy conflicts with the language in the contract.

### 3.1 Emergency Incident/Situation Examples: The following is a list of examples of emergency incidents:

- Severe weather
- Infectious disease outbreak
- Hazardous materials spill or release
- Power outage or utility failure
- Active assailant incident
- Civil unrest
- Building issues
- Technology failure
- Fire

This list is representative, but does not capture all potential emergency incidents.

Should an emergency incident occur, the City Administrator will make the determination if city operations need to be altered through building closures, delayed start times, early release of non-emergency function employees, or other measures as deemed appropriate.

Depending on the nature of the incident, an emergency reduction may be applied to a specific building, floor, or unit and does not have to be citywide.

3.2    Emergency Function Employees: employees that are necessary to protect human life, public safety, public health, security, transportation, safe access to buildings and grounds, communications, preserve property and infrastructure, utilities, and material procurement. Unless excepted by the City Administrator, emergency function employees will be expected to report to work during emergencies. Emergency function employees will be designated by Service Areas depending on the nature of the incident.

3.3    Developing Emergency Conditions (incident lasting less than 1 day): Decisions to allow certain employees to delay arrival or leave work early will be authorized by the City Administrator or designee. Employees who are unable to work because their location is closed will be paid for the time of the closure that overlaps with their normal shift without the need to use time from their paid time off banks.

In the absence of a declaration by the City Administrator or designee to authorize a delay or early end to work shifts, Service Area Administrators and Unit Managers may authorize telework or vacation, personal or floating holiday leave based on factors that include operational needs and staffing requirements.

3.4    Emergency Reduction in Operations (incident lasting 1 or more days): In the event of a short-term emergency, the City Administrator or designee, may declare an emergency reduction in operations. The City Administrator or designee, with advice from the Emergency Management Coordinator, Safety Manager or others, will make the decision as to the level of operations that will be maintained.

Employees who are unable to work because their location is closed will be paid for the time of the closure that overlaps with their normal shift without the need to use time from their paid time off banks. Emergency function employees are expected to report to work unless directed otherwise.

#### **4.0    Responsibilities**

4.1    City Administrator or Designee: determine on a case-by-case basis, the level of reductions in operations due to an emergency incident.

4.2    Emergency Management Coordinator and Safety Manger: provide advice to the City Administrator or designee, on the need to authorize an emergency reduction in operations.

- 4.3    Service Area Administrators or Designees: designate employees serving as emergency function employees and notify employees if they are designated to report to work during an incident.
- 4.4    Supervisors and Managers: follow directions and notify employees if directed.
- 4.5    Employees: seek out and follow the direction given by the City Administrator, the Emergency Management Coordinator and the City's Safety Manager during an emergency event/situation. Emergency function employees should contact their supervisor for specific instruction.
- 4.6    Communications Office: take the necessary steps to inform the public regarding building closures or any short-term cancellation of core public services.

## **5.0    Communications**

- 5.1    During a developing emergency situation (incident lasting less than 1 day), the city will communicate a reduction in operations to employees through the city's internal emergency notification system.
- 5.2    During an emergency reduction in operations with 1 or more days advanced notice, such notification will be made via an all-employee email.
- 5.3    The Communications Office will make the necessary notifications to the public via the city website, local news outlets, social media or other available channels.
- 5.4    It is the responsibility of each City of Ann Arbor employee to seek out information relating to city declared emergencies.
- 5.5    The City Administrator or designee, will make appropriate notifications to the Mayor and City Council regarding reductions in operations.

## **6.0    Compensation**

- 6.1    When the City Administrator or designee, declares an emergency reduction in operations, regular and temporary non-emergency function employees will be compensated for the time that their shift overlaps with the time period of the emergency.
- 6.2    Emergency function employees will be paid according to Human Resources Policy 5.1 and specific bargaining unit agreements.
- 6.3    Employees who are on previously approved leave who do not work during the emergency will utilize their approved paid time off.