



# City of McMinnville

## ADMINISTRATION

TO: All City of McMinnville Employees  
FROM: Kylie Bayer, Human Resources Manager  
DATE: December 22, 2021  
SUBJECT: Inclement Weather Policy

The City of McMinnville has an obligation to serve its residents and to continue offering public and emergency services during inclement weather. Except for regularly scheduled holidays identified by the City, the City is open for business Mondays through Fridays during normal business hours. Exact hours of operation may vary depending on department or location. In the event of inclement weather, the City Manager (or designee) will decide whether to and to what extent the City of McMinnville will close. The City may close for a partial day or an entire day. Supervisors are responsible for communicating information about a closure to their employees. The method of communication is determined by each supervisor.

If the City Manager (or designee) closes the City, employees who are required to work at City facilities will still be required to work and will be paid their regular rate. Employees who are not required to work will be required to use accrued leave other than sick leave or, as approved by their supervisor, assume a flexible schedule that work period to account for hours not worked. Consult with your supervisor to determine if you are required to work during an inclement weather event.

If the City remains open during inclement weather and you cannot safely report to work in such circumstances, you should contact your supervisor. If you cannot reach the office and are able to serve the City from home, you should do so, subject to approval by your supervisor. If staff cannot reach the office and are not able to work from home, they will be required to use accrued leave other than sick leave or, as approved by their supervisor, assume a flexible schedule that work period to account for hours not worked.

If you are represented by a labor union, defer to any inclement weather procedures that may be outlined in the collective bargaining agreement.