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Kevin Brinkley
Commissioner

Bob Sanders
Commissioner

Megan Lambert
Commissioner

To: Mayor and Board of Commissioners
From: Andy Garman, Town Manager
Date: August 7, 2024
Re: Inclement Weather Policy

Overview

The purpose of this policy is to provide additional guidance to staff during inclement weather office closures; specifically, clarity around the treatment of pay and application of storm compensatory leave for essential and non-essential personnel. This policy replaces the current "Storm Related Compensation Leave" located Article VII, Section 21.

The proposed policy is similar to how we have handled storm leave in the past, however it has not been consistently done this way over the years. This formalizes the process with the use of a policy so we can be consistent and transparent with staff.

This is designed to provide equity between those who are required to work during a storm and those who are being paid to stay home due to the close of business.

The policy is similar to how other local and state agencies, including Kill Devil Hills, Dare County and the State of North Carolina, handle inclement weather closures.

Highlights of the Proposed Inclement Weather Policy

1. Positions designated as essential personnel may be required to work during office closures due to inclement weather. These positions include both public safety and non-public safety positions.
2. Non-essential personnel are not required to report to work during weather related office closures. They will receive paid storm leave during the closure. When the office re-opens, all staff are expected to report back to work. If staff are not able to report back to work, accrued vacation or compensatory leave may be used.
3. Essential personnel that report to work during an office closure will receive their regular rate of compensation or salary. Non-exempt staff will be eligible for overtime if hours worked exceeds 40 hours/week.

4. In addition to their pay, essential personnel that report to work during an office closure are eligible for storm compensatory leave in accordance with the accrual schedule highlighted in the policy.

Example

The Town Manager authorizes the closure of Town offices for a 3-day period due to a hurricane (Tuesday, Wednesday, Thursday.) The following scenarios highlight how the inclement weather policy would be applied:

1. John is a non-essential employee working in the Planning Department and works a Monday – Friday schedule. John leaves town during the storm. John is unable to return to work on Friday due to road closures. He safely returns to work on Monday, his next scheduled workday.
 - a. John is eligible for paid storm leave for 3 days (Tuesday – Thursday) and must use accrued vacation on Friday.
2. Jack is a non-essential employee working in the Public Services Department and works a Thursday – Monday schedule. Jack leaves town during the storm. Jack is unable to return to work on Friday and Saturday due to road closures. He safely returns to work on Sunday, his next scheduled workday.
 - a. Jack is eligible for paid storm leave for 1 day (Thursday) and must use accrued vacation on Friday and Saturday.
3. Julie is a non-exempt essential employee and works in the Police Department. Julie is required to work Tuesday – Saturday.
 - a. Julie is eligible for her regular rate of pay up to 171 hours during the police 4-week pay period, and overtime pay for any work over 171 hours that pay period. In addition, Julie is eligible for 30 hours of storm compensatory leave (10 hours a day x 3 days.) The leave will be added to her leave bank.
4. Jill is an exempt essential employee and works in the Finance Department. Jill is required to report to work throughout the office closure period.
 - a. Jill will receive her regular bi-weekly pay regardless of how many hours she works as she is classified as exempt. Jill is eligible for 24 hours of storm compensatory leave (8 hours a day x 3 days.) The leave will be added to her leave bank.