



DEPARTMENT OF PERSONNEL  
CRANSTON CITY HALL, ROOM 107  
869 PARK AVENUE  
CRANSTON, RHODE ISLAND 02910

January 19, 2018

## Inclement and Adverse Weather Policy

It is the policy of the City of Cranston to remain open during most periods of inclement/adverse weather. However, when extraordinary severe weather events warrant in which the Governor of the State of R.I. declares a State of Emergency; the City of Cranston reserves the right to close City Hall and its outlying City of Cranston offices and facilities. Should this scenario occur, employees are encouraged to listen to the radio broadcast on 630 WPRO AM and/or your local television news stations to find out if the City of Cranston is open or closed. The City will also post the closure on the City's website and on its Facebook and Twitter page.

If City Hall and its outlying facilities are **Closed**, all Non-classified and Classified employees, with the exception of Public Safety Personnel, Department of Public Works, and Recreation Department employees, will receive their regular salary for the day of closure and will not need to discharge any Personal, Vacation, or Compensatory Time.

If City Hall and its outlying facilities remain **Open** on an inclement/adverse weather day, Non-classified and Classified employees will have the choice of utilizing either Personal time, Vacation time, or Compensatory time in lieu of reporting for work. Sick time will not be allowed unless accompanied by a physician's note covering that particular day. Those Non-classified and Classified employees who do report for work will receive their regular salary for hours worked. If the employees do leave work prior to the end of their normally scheduled shift, they will need to utilize Personal, Vacation, or Compensatory Time. Again, no sick time will be allowed to be discharged.

In the rare occasion a non-probationary employee makes a personal choice not to come to work when the City is open and has no accrued time on the books, that employee will be allowed to take the day off with the agreement that they will owe the City a Personal day or Vacation day upon accrual in January of the following year. If the employee leaves his/her position with the City prior to the January accrual, the time will be deducted from their final retirement package.

Regardless of whether City Hall and its outlying offices and facilities remain open or closed, it is each employee's personal decision to determine if they can safely arrive at work. If an employee elects not to work on that given day, the City of Cranston requires a courtesy call to

their supervisor or Director advising him/her of their status for the day, prior to the beginning of the day/shift.

Exception: For those seven (7) employees at Workforce Development in Providence all of the same rules will be in effect unless the City of Providence makes the decision not to open the building due to adverse weather conditions. If that does occur, those employees will not have to report to work nor will they have to discharge any accrued time. They will be compensated by the City of Cranston at their regular salary rate.

Any questions regarding this policy should be addressed to the Personnel Director.