

**RESOLUTION 13-23**

**AMENDING THE CITY EMPLOYEE HANDBOOK**

WHEREAS, the City of Platteville approved the Employee Handbook – Personnel Policy, Rules, and Regulations (herein after Employee Handbook) on December 13, 2011; and

WHEREAS, the City Manager has requested changes to the employee handbook, and

WHEREAS, the City Council agrees with the recommended changes and hereby directs that the Employee handbook be amended as follows:

**XVII. MISCELLANEOUS PROVISIONS**

L. Emergency Closings: The City of Platteville has a responsibility to the public to operate during regularly scheduled business hours. However, in rare circumstances, operating during severe weather or other emergencies can put our employees or customers at risk of harming themselves or others. In these situations, the City Manager shall determine if it is appropriate to close down services to the public.

When the decision is made to close down City services, all non-essential employees are expected to vacate the workplace for their safety and the safety of others. The City Manager shall evaluate the emergency, by reviewing weather conditions and referring to the Emergency Operations Plan to determine what departments are essential and must remain open and what departments may be closed.

Employees will be notified by their supervisor of any decisions relative to building closures or non-essential personnel made by the City Manager. The City will also notify the public via radio, press releases, City webpage, social media, and by posting a sign visible to customers in the principal building of closed departments.

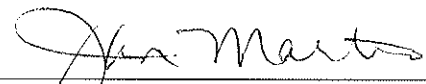
Employees shall use accrued floating holiday time to cover periods away from work. In situations where employees do not have floating holiday time remaining, they may use compensation time, vacation time, or may make up the hours at a time acceptable to their department head.

In the absence of the City Manager, the chain of command shall be followed with the Director of Administration serving as decision maker.

PASSED BY THE COMMON COUNCIL on the 25th day of June, 2013.

  
By: Eileen Nickels, Council President

ATTEST:

  
Jan Martin, City Clerk