



Inclement Weather Policy

The City of Cheyenne strives to maintain a workplace that is safe for all employees. From time to time weather and road conditions require that we modify our work schedule. The City of Cheyenne utilizes the following guidelines:

- If City operations are closed, non-essential employees stay home and employees will be paid as usual, pursuant to Personnel Rules and Regulations, Chapter XIV, Section 6, effective February 17, 2015. Essential employees required to work regardless of weather conditions are exempt from inclement weather leave.
- If City operations are open and the employee makes the decision to stay home, come in late, or leave early, the employee is to communicate with their Department or Division Director as to their decision and make arrangements for time away from work. Employees must use paid leave (vacation, personal day, goodie days) to remain home. Sick leave will not be available for this purpose. If the employee has no available paid leave, this will be unpaid leave.
- Employees who are not scheduled or not available to work (i.e., employees already on paid or unpaid leave) will not be credited with additional hours of leave time or compensation due to the Snow/Inclement Weather closure and will continue to use paid leave time or unpaid leave hours, as applicable, during the Snow/Inclement Weather closure.
- The City follows all FLSA guidelines regarding paid wages.
 - Non-essential exempt AND non-exempt employees who worked are paid straight time, no OT/comp time/or other.
 - Essential AND non-exempt employees who worked, will only receive OT if they worked more than 40 hours within that week.

Unless otherwise directed by the Mayor, the following departments and divisions are considered to be essential and their presence at work is mandatory during severe weather events. Street and Alley personnel, other than office and part's staff, must report to work to clear primary roads and streets. Sworn officers of the Cheyenne Police Department and the Cheyenne Fire & Rescue Department are essential to public safety and are required to report to work to ensure the safety of the general populace.

Departments shall not deviate from this policy.

Please see your immediate Department Director or Division Director if questions exist.