

City of Stoughton Emergency Closing Policy

Although the City of Stoughton will make every effort to remain open for business on scheduled workdays, there may be instances where conditions make it impossible to do so. These include, but are not limited to, severe weather, declared state of emergency, utility disruptions, natural disasters and terrorist actions. In all cases employee safety will be the primary consideration. The following procedures will set forth employer and employee obligations regarding reporting to work, use of leave and pay issues when circumstances impact the City's ability to be open for business.

Procedures:

1. The Mayor, or Council President or Council Vice-President, in the Mayor's absence, will have the authority to close City departments due to the circumstances listed above or any other circumstance that arises.
2. In the event that a department that is open on weekends or after 4:30 p.m. experiences an emergency, the department head, or their designee, shall contact the Mayor or Council President or Council Vice-President to make the determination whether that department should close prior to the scheduled closing time.
3. If City offices are open, employees are expected to report to work on time as scheduled. Employees who are late or choose not to report to work will be expected to use vacation time or compensatory time as approved by the Department Head.
4. If City offices are closed and non-represented employees are sent home, the employees shall be compensated for their regularly scheduled hours.
5. If City offices are closed and employees represented by the Stoughton Civilian Employees Association WPPA/CERD Local #431 are sent home the City will refer to Article 20, Section 6 of the union contract for clarification regarding compensation to employees sent home because of severe weather.
6. This policy will not affect emergency services departments (i.e. Police, Fire and EMS) and all other "on call" emergency service personnel within other departments.