



AUHR 4.11 INCLEMENT WEATHER

Purpose

Portlanders expect the City of Portland to offer continued public and emergency services during periods of inclement weather, including those provided by the Auditor's Office. This rule covers conditions that limit transportation or mobility, such as snowstorms, ice storms, wind storms, earthquakes, volcanic eruptions, floods or any formal declaration by the Mayor of inclement weather that may cause unsafe driving conditions.

During periods of inclement weather, employees are expected to report to work unless directed not to do so by the Mayor. Auditor's Office employees are required to follow written Auditor's Office rules and/or directives on inclement weather.

Attendance and Inclement Weather Rules

Written Auditor's Office rules shall govern how employees should deal with periods of inclement weather. Auditor's Office rules may not allow for pay for time not worked and such work rules shall be consistent with the state wage and hour laws, applicable labor agreements, City Charter, City Code and this administrative rule.

Compensation Guidelines

1. Where late arrivals or early departures are allowed, the Auditor's Office shall require employees to charge any absence caused by inclement weather to vacation or compensatory time, except as provided for below.
2. The Auditor's Office may permit employees to make up short periods of absence within the pay period, provided such activity does not conflict with Auditor's Office rules or applicable collective bargaining agreements, and that such adjusted work time does not result in additional overtime payments.
3. Telecommuting may also be allowed, if practical, especially as an accommodation under the Americans with Disabilities Act when transportation to work for an employee with a disability is not accessible.
4. Use of sick leave is not allowed for absence caused by inclement weather.
5. Nothing in this rule is intended to modify collective bargaining agreements.

6. Nothing in this rule authorizes the Auditor's Office to adopt pay practices contrary to the federal and state wage and hour laws and regulations concerning employees exempt from federal overtime pay requirements.

Non-represented FLSA Exempt employees shall be charged for absences caused by inclement weather in accordance with the Administrative Rule on Overtime-FLSA Exempt Employees.

Human Resources Rule Information and History

Questions about this administrative rule may be directed to the [Management Services Division](#) of the Auditor's Office.

Adopted by the City Auditor December 11, 2017.

Adapted from City of Portland Human Resources Administrative Rule 4.11 Inclement Weather.

Adopted by Council March 6, 2002, Ordinance No. 176302.

Last revised July 1, 2004.