



## ADMINISTRATIVE POLICIES AND PROCEDURES

Policy: Emergency Day/Time Off (EDO) Policy

Creation Date: December 9, 2015

Revision Date:

Prepared By: Human Resources Office

Approved By: City Manager

Legal Review:

### **POLICY: EMERGENCY DAY/TIME OFF POLICY**

It is the policy of the City of El Paso to compensate eligible employees who are unable to reach a worksite and/or complete their work because of unplanned building or City-wide closures due to circumstances outside of the City's control, such as weather-related closures, emergency situations, building evacuations, etc.

### **PROCEDURE:**

- In the event that the City Manager or his designee designates or declares an emergency day off or emergency time off (collectively referred to and coded as "EDO"), the Human Resources Director or designee will be responsible for coding affected employee time-off accordingly.
- Employees eligible for EDO are:
  - ✓ Regular Classified and Unclassified City employees eligible for leave accruals; and
  - ✓ Contract employees whose contract provides for leave accruals.
  - ✓ Grant-funded employee eligibility will be dependent on the terms of the grant agreement.
  - ✓ As necessary, the Human Resources Director has the discretion to determine if other non-identified employees are eligible for EDO.
- EDO hours will be posted for no more than the actual number of hours affected during an employee's scheduled work hours, utilizing only enough hours to bring the employee up to their regularly scheduled work hours. EDO may not be applied or posted if it will result in overtime.

Example: If an employee who is regularly scheduled to work 80 hours per pay period misses 6 hours due to the closure and is already being paid 76 hours due to

work and leave time, only 4 hours of EDO is needed and will be posted to bring the employee to 80 hours; not 6 hours.

- EDO will not apply to employees who are not scheduled to work on the affected day.

Example: The weather-related closure and approval for EDO was given as 7 a.m. – 10 a.m. An employee is scheduled to report to work at 9:00 a.m.; as such, she will be paid only 1 hour of EDO (9 a.m. – 10 a.m.).

- Employees previously approved for a leave status such as Sick Leave (SLP), Vacation Leave (VAC), Personal Leave (SPD), etc. are not eligible for EDO during the affected EDO time period.

APPROVED BY:

  
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TOMMY GONZALEZ, City Manager

DATE: December 17, 2018

