

Chapter: **5**Effective date: **January 1, 2017**Revised date: **October 1, 2025****5.10 Inclement Weather**

The city is responsible for providing essential services, including Emergency Management, Police, Fire, water, sewer, street, traffic, sanitation, and other supporting services to citizens in McKinney with or without inclement weather conditions. Given these responsibilities, it is the city's policy to be open for business under all types of weather conditions, such as heavy snow or ice storms, and all employees are expected to report to work. Employees required to report to work regardless of the conditions shall be designated by the Department Director and/or the City Manager. The City Manager's Office shall be responsible for communicating the city's inclement weather operations, outlined below.

1. Normal Operations: All city services shall be provided as normal.
2. Reduced Operations:
 - a. Essential services shall be provided as normal.
 - b. Employees working in city hall shall:
 - i. report to work as usual;
 - ii. report to work as part of a skeleton crew designated by the department director;
 - iii. work remotely if approved by the department director; or
 - iv. use accrued leave in the order designated below.
 - c. Other city facilities shall coordinate their operating status and report the proposed status to the City Manager's Office, Emergency Management, and the Communications and Marketing Department.
3. Emergency Operations: The City Manager's Office shall communicate operational expectations.

Employees unable to report to work due to poor road conditions or other weather-related difficulties or who believe they would be endangering their lives or property by driving to work must communicate with their supervisor prior to the start of their shift to report their absence. Once the absence has been reported, leave will be applied in the following order:

1. Use accrued compensatory time.
2. Use accrued personal day.
3. Use accrued vacation day.
4. Use accrued holiday time.

Departments are responsible for ensuring employees utilize leave in the correct order. Employees who do not have accrued leave will not be reimbursed for lost time.