



ERIE COUNTY WATER AUTHORITY INTEROFFICE MEMORANDUM

December 11, 2024

TO: Jerome D. Schad, Chair
Peggy A. LaGree, Vice Chair
Michele M. Iannello, Treasurer

FROM: Jennifer Hibit, Director of Human Resources

CC: Terrence D. McCracken, Secretary to the Authority

SUBJECT: Policy No. 28 Inclement Weather Amendment

In the last few years Erie County has experienced several severe winter storms which led to many questions from Erie County Water Authority employees regarding whether they are classified as essential employees.

To clear up any confusion, I worked with management and staff to amend the current policy to answer the questions surrounding what to do when a severe weather event occurs.

I am recommending that the Governance Committee approve the revised Policy No. 28 (Inclement Weather). Should the Governance Committee approve and recommend to the Board amending Policy No. 28, a resolution will be available for the March 21, 2024 meeting authorizing same.

Thank you for your consideration.

ERIE COUNTY WATER AUTHORITY
AUTHORIZATION FORM
For Approval/Execution of Documents
(check which apply)

Contract: Project Description: <u>Amendment of Policy No. 28 (Inclement Weather)</u>	Project No.:
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Item Description:			
<input type="checkbox"/> Agreement	<input type="checkbox"/> Professional Service Contract	<input type="checkbox"/> Amendment	<input type="checkbox"/> Change Order
<input type="checkbox"/> BCD	<input type="checkbox"/> NYSDOT Agreement	<input type="checkbox"/> Contract Documents	<input type="checkbox"/> Addendum
<input type="checkbox"/> Recommendation for Award of Contract	<input type="checkbox"/> Recommendation to Reject Bids		
<input type="checkbox"/> Request for Proposals			
<input checked="" type="checkbox"/> Other <u>Amendment of Policy No. 28 (Inclement Weather)</u>			

Action Requested:	
<input type="checkbox"/> Board Authorization to Execute	<input type="checkbox"/> Legal Approval
<input type="checkbox"/> Board Authorization to Award	<input type="checkbox"/> Execution by the Chairman
<input type="checkbox"/> Board Authorization to Advertise for Bids	<input type="checkbox"/> Execution by the Secretary to the Authority
<input type="checkbox"/> Board Authorization to Solicit Request for Proposals	
<input checked="" type="checkbox"/> Other <u>Amendment of Policy No. 8 Inclement Weather</u>	

Approvals Needed:		
APPROVED AS TO CONTENT:		
<input checked="" type="checkbox"/> Director of HR	<u>Jennifer Hibit</u>	Date: <u>12/12/2024</u>
<input checked="" type="checkbox"/> Chief Operating Officer	<u>[Signature]</u>	Date: <u>12/12/2024</u>
<input type="checkbox"/> Executive Engineer	_____	Date: _____
<input type="checkbox"/> Director of Administration	_____	Date: _____
<input type="checkbox"/> Claims Rep/Risk Manager	_____	Date: _____
<input checked="" type="checkbox"/> Chief Financial Officer	<u>[Signature]</u>	Date: <u>12/12/2024</u>
<input checked="" type="checkbox"/> Legal	<u>[Signature]</u>	Date: <u>12/12/2024</u>
APPROVED FOR BOARD RESOLUTION:		
<input checked="" type="checkbox"/> Secretary to the Authority	<u>[Signature]</u>	Date: <u>12/12/2024</u>

Remarks: _____ _____

Resolution Date: _____	Item No: _____
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ERIE COUNTY WATER AUTHORITY
HR Policies/Procedures

Re: INCLEMENT WEATHER

Policy No. 28

Application: All Employees

Amended: 10/20/2022¹
09/20/2023
12/19/2024

PURPOSE

To establish guidelines concerning the designation of Inclement Weather / Severe Weather Days.

POLICY

The Authority and the community at large depend on Authority employees reporting to work during and in the aftermath of any emergency to assist in the restoration of essential water services required for the health, safety, and quality of life for the citizens of this community.

PROCEDURE

Section 1 Procedure.

1.1 Reasonable and necessary lateness caused by inclement weather on officially designated days will not be considered a chargeable absence or occurrence and will not be held against the employee.

1.2 Per recent clarification at the county level, Authority employees are exempt from the prohibitions of driving bans, given that supplying water is an essential function.

1.3 It is each employee's decision to determine if they can safely arrive at work under existing weather conditions.

¹ This Inclement Weather Policy replaces H.R. Policy No. 28.0 (Inclement Weather).

1.4 If an employee elects not to report to work due to the weather, the employee can elect to use accrued paid time off for the missed day(s).

1.5 The Secretary will decide on an inclement / severe weather day before or after an event, depending on the severity of said event.

1.6 If the Secretary declares an inclement weather / severe weather day and any employee uses a sick day for said event, that sick day will not be held against the employee for purposes of disciplinary action.

1.7 Employees may use a change in benefit time form if they choose to change the type of leave they used for said weather event.

1.8 The Authority acknowledges we cannot account for every possible event and some changes will need to be made to this policy dependent on specific events and situations.

1.9 Any notice of extreme, urgent situations will be reported via Authority email, communication with managers and social media.