

RESOLUTION NO.

WHEREAS, the City may close or delay the opening of non-essential operations at the direction of the City Manager due to bad weather or other emergency situations; and

WHEREAS, the number of emergency closures and delayed openings has increased in recent years, necessitating the designation of essential employees to maintain critical operations; and

WHEREAS, employees are deemed essential when they are required to report, work, and/or remain at work during an emergency closure or delay; and

WHEREAS, there is currently no clear definition of “essential employee” in the City’s Personnel Policies, leading to ambiguity in designation and compensation; and

WHEREAS, the number of employees deemed essential during emergency closures has increased in recent years, and is expected to increase due to climate change and emergency weather situations; and

WHEREAS, when essential employees report to work during an emergency closure or delay, they receive pay for actual hours worked and any overtime to which they are otherwise entitled; and

WHEREAS, the City's Emergency Closure/Bad Weather Pay Procedure may not adequately address the increased demand for essential personnel and their compensation; and

WHEREAS, essential employees receive administrative leave on an hour-for-hour basis, based on the hours that City operations are closed or delayed, and

requests to use earned administrative leave are subject to management’s discretion;
and

WHEREAS, with the increasing frequency of designating employees
“essential” and the growing number of employees whose safety is compromised
during hazardous conditions, it is imperative for the City to assess whether its
Emergency Closure/Bad Weather Pay Procedure adequately reflects the value it
places on the dedicated efforts of our essential workforce; and

WHEREAS, incentivizing and retaining essential employees is vital for
maintaining a robust emergency response system that properly addresses the health
and safety of our community; **NOW, THEREFORE,**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF AUSTIN:

The City Manager is directed to assess the effectiveness of the City’s
Emergency Closure/Bad Weather Pay Procedure, and this assessment shall
include:

- Collection of data from departments to identify job titles designated as
essential during emergency closures and delays, and the frequency of
such designations; and
- Evaluation of the current process for designating essential employees
and the discretion exercised in approving administrative leave
requests.

BE IT FURTHER RESOLVED:

The City Manager is further directed to provide a comprehensive report to Council no later than May 30th, 2024 detailing all job titles currently considered essential with an analysis of the potential costs associated with providing emergency pay stipends to eligible essential employees for hours worked during emergency closures, to be considered as part of budget discussions during Budget Work Sessions for FY25.

ADOPTED: _____, 2024 **ATTEST:** _____

Myrna Rios
City Clerk