



EXECUTIVE ORDER NO. 2011-1

TO: ALL DEPARTMENT DIRECTORS, AGENCY HEADS, BOARDS, COMMISSIONS, MAYOR'S OFFICE, CITY COUNCIL MEMBERS, AND THE CITY CLERK

SUBJECT: SERVICE AND TIMEKEEPING POLICIES DURING PERIODS OF ADVERSE WEATHER OR OTHER UNUSUAL OPERATING CONDITIONS

DATE: FEBRUARY 1, 2011

In accordance with the City of Detroit's service mandates and initiatives, all City Departments will remain open and operational during periods of adverse weather or other unusual operating conditions. Therefore, City of Detroit employees are expected to work as scheduled unless otherwise authorized by the Mayor or his designee.

A. Continuation of Normal Operations

Where there has been no formal authorization to suspend or cancel normal operations by the Mayor or his designee, and employees notify their departments of late arrival, early departure or absence, due to adverse weather or other unusual operating conditions, these employees will be subject to the following:

1. LATE ARRIVAL, EARLY DEPARTURE, OR ABSENCE

Employees who notify their departments of late arrival, early departure, or absence may be granted their request to use vacation time, compensatory time, or no-pay time for the appropriate period of absence in accordance with applicable rules of their department.

2. ABSENCE DUE TO ILLNESS

Employees who notify their departments of absence due to illness shall not be allowed to utilize sick leave or departmental leave unless documentation of the absence which supports payment is provided.

3. **UNABLE TO REPORT TO WORK OR REMAIN AT WORK**

Employees reporting that they are unable to get to work or remain at work may be granted their request for coverage of such absence with vacation time, compensatory time, or no-pay time in accordance with the applicable department rules.

4. **FAILURE TO REPORT OR DEPARTURE WITHOUT AUTHORIZATION**

Employees who fail to report to work or leave work without authorization shall be considered absent without leave (AWOL) and subject to the appropriate disciplinary action.

B. Suspension of Normal Operations

When normal operations are suspended by directive of the Mayor or his designee, employees on duty shall be assigned as follows:

1. **ESSENTIAL WORK**

Employees engaged in essential work shall not be excused. Those employees who fail to report for work shall not be paid or allowed to charge vacation time or compensatory time unless approved in accordance with normal department policies and/or practices.

2. **INABILITY TO COMPLETE WORKDAY**

Employees shall be relieved of duty for the balance of their shift and allowed to charge vacation time, compensatory time, or receive no-pay time. Consistent with City policy and subject to pertinent terms of applicable collective bargaining agreements, full-time employees who have reported for work will generally be eligible for four (4) hours of "show-up time."

3. **LIMITED ASSIGNMENTS AVAILABLE**

A determination should be made by the department as to the maximum number of employees required to perform the limited assignments. Where more employees are available than required, then the excess number of employees should be relieved of duty, on a seniority basis, and allowed to charge vacation time, compensatory time, or receive no-pay time.

C. Cancellation of Normal Operations

When normal operations are canceled by directive of the Mayor or his designee, employees on duty shall be assigned as follows:

1. ESSENTIAL WORK

In the event that the Mayor declares an emergency and cancels City operations, all departments that provide essential services, as determined by the Mayor's Office, are required to report for duty. Employees engaged in essential work shall not be excused. Those employees who do not report for work shall not be paid, or allowed to charge vacation time or compensatory time unless approved in accordance with normal department policies and/or practices, or pertinent terms of applicable collective bargaining agreements.

2. NO WORK AVAILABLE

In the event that the Mayor declares an emergency and cancels City operations, all other departmental employees who do not perform essential services are required to utilize vacation time and compensatory time. Employees shall be required to exhaust all vacation time and compensatory time before being allowed to utilize departmental leave.

D. Departmental Directives

As necessary, departmental directives may be issued to assist in the implementation and ongoing management of the provisions of this Executive Order.

E. Immediate Effect

Pursuant to the powers vested in me by the 1963 Michigan Constitution and by the 1997 Detroit City Charter, I, Dave Bing, Mayor of the City of Detroit, issue this Executive Order. This Executive Order is effective this date and supersedes Executive Order No. 7 issued by Mayor Coleman A. Young on January 24, 1978.


Dave Bing
Mayor