

Inclement Weather / Emergency Conditions

Supersedes:

Effective: 12-16-08

Emergency conditions that arise because of inclement weather, widespread power failure, civil disorders, or other unusual circumstances may prompt the Mayor to declare an emergency. Upon a Mayoral declaration of emergency in which municipal offices are closed and non-essential employees are advised not to report for work Boston EMS may implement "Emergency Administrative Leave". The Executive Director of the Public Health Commission or Chief of Department may also implement "Emergency Administrative Leave" for Department employees in isolated situations.

1. When emergency administrative leave due to inclement weather or other emergency is declared, emergency and essential employees are still expected to report for duty as scheduled to ensure that public safety needs or critical departmental requirements are met. For the purposes of this policy, all uniformed members of the service (EMT-Recruit, EMT-Basic, EMT-Paramedic, Lieutenant, Captain, Deputy Superintendent, Superintendent, Superintendent in Chief, and Chief), regardless of assignment, are considered "emergency and essential employees". Similarly, personnel assigned to the Support Services Division (Communication Engineering Unit and Fleet Services Section) and Materials and Facility Management Division are considered "emergency and essential".
2. Non-uniform personnel assigned to EMS Headquarters; Research, Training, and Quality Improvement; Public Health Preparedness; and DelValle Institute will be advised of their status prior to the emergency administrative leave declaration. Their status may change depending on the nature and duration of the emergency situation. For example, should an emergency extend past one day, an employee previously considered "non-essential" on the first day may be considered "essential" and expected to report on subsequent days due to the operating needs of the department.
 - 2.1. Employees that are scheduled to work and have been designated as "non-essential" may remain home, or leave work early and be placed on paid administrative leave. Employees on emergency administrative leave must remain available by telephone during work hours and may be ordered to report for duty if necessary.
 - 2.2. Employees who are already on approved leaves of absence, such as vacation, holiday, personal day, sick are not affected; their time off will be reported per their previously requested time off.
3. When an employee is required to report for duty, but transportation problems arise from severe conditions, Shift Commanders or area managers may excuse up to two hours of tardiness, so long as the employee had called prior to the start of their shift to report that they would be late and made reasonable efforts to report for duty. The amount of time excused will be determined by the Shift Commander or area

manager and be based on circumstances specific to each employee. Factors such as alternate forms of transportation, the distance between the residence and workplace, leaving earlier than normal to report to work, and efforts of similarly situated employees can all be taken into account. The Chief, Superintendent in Chief, Superintendent, or Director of Administration and Finance, has the authority to grant additional leave on a case-by-case basis for those unusual circumstances where an employee arrives later than two hours after the start of their regularly scheduled shift.