

INCLEMENT WEATHER

As we provide essential services to the citizens of Chesapeake, every reasonable attempt will be made to open our doors for business on all regularly scheduled workdays, despite inclement weather. However, in the event of severe weather conditions, the City Manager will decide whether or not to close City offices. If severe weather conditions occur before the workday begins, employees should call the **Employee Alert Hotline** for current information regarding our hours of operation. If you are calling locally, the **Employee Alert** Hotline number is **382-6550**. If you are calling from outside the local calling area, dial **1-888-311-9905** at no cost. This information can also be heard on the following local radio and television stations: WFOS 88.7 FM (radio) and WCTV Channel 48 on Cox Cable (television). If no announcement is made concerning the City, you will be expected to report to work as scheduled.

When weather conditions become severe during a workday, the City Manager will decide whether or not to allow City employees to leave work early. If for personal reasons, you feel you must leave before City offices officially close, request permission from your supervisor. If you are unable to report to work or will be late getting to your office due to inclement weather, notify your supervisor.

For information regarding special pay conditions during emergencies or times of severe weather please refer to Administrative Regulations 2.35 & 2.48.