



Administrative Policy and Procedure

City of Prosser, Washington

SUBJECT: Unusual Weather or Emergency Office Closure		
Effective Date: 2/6/2017	Policy No. ADM.007	Pages: 1
References :	PMC 2.16.010	Personnel Policy 206
Develop By: Dave Stockdale, City Administrator	Department Head Approval: Dave Stockdale, City Administrator	City Administrator Approval: Dave Stockdale, City Administrator

OVERVIEW

1. PURPOSE

In accordance with PMC 2.16.010, the following policy provides a procedure for office closures due to adverse weather conditions or other emergencies.

2. RESPONSIBILITIES

- 2.1 Mayor, and/or his designee, may temporarily adjust office hours or close City offices because of adverse weather conditions or other emergencies.
- 2.2 City Administrator, as designated by the Mayor.

3. PROCEDURES

- 3.1 **Decision.** In accordance with Section 2.1 above, the City Administrator will determine when and for what duration offices will be closed. When this decision is made, it will be communicated to the City Clerk.
- 3.2 **General Notification:** Whenever possible, morning closure notifications will be made to the City Clerk by 6:00 a.m. All other closure notifications will be made available as quickly as reasonably possible to the public and to staff.
- 3.3 **Notification of Public.** Once notified by the City Administrator, the City Clerk will post notification regarding the amended office hours on the City of Prosser's website, social media accounts, emergency notification system, and endeavor to communicate the information to the public.
- 3.4 **Notification of Staff.** Staff will be responsible to review the City's website, social media account, or emergency notification system to obtain information regarding reporting times. Questions or concerns should be directed to immediate supervisor for clarification.