

ATTACHMENT A

I. Purpose and Scope

Thew Town of Mammoth Lakes (“Town”) recognizes a need to establish an internal Snow Patrol program (“Program”) for the purpose of increasing support to our Garage Operations, Street Maintenance, and Police Services divisions while performing snow control operations on public streets and other rights-of-way. Participants in the Snow Patrol program provide supplemental support, primarily during weather events creating hazardous road conditions. Duties for Snow Patrol participants include, but are not limited to, assisting stranded motorists, providing chain assistance and chain restriction education, supporting traffic control, and alerting visitors and residents on vehicle parking and snow storage issues affecting snow removal and life safety.

Based on the type of snow control duties provided to the community of Mammoth Lakes under the Snow Patrol program, employee wages may be eligible for reimbursement through California Gas Tax, and by state and federal agencies such as the California Governor’s Office of Emergency Services (Cal OES) and the Federal Emergency Management Agency (FEMA). The Town has a desire to provide Snow Patrol services while taking advantage of all funding opportunities available to support the program. Therefore, the Town has a need to quantify wages expensed for duties performed under the program, and employees shall be compensated for hours worked as outlined in this policy under the terms of voluntary participation.

Pursuant to California Government Code, section 3100, all public employees are declared disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law. The term “disaster service worker” includes all public employees, and the term “public employees” includes all persons employed by the state or any county, city, city and county, state agency, or public district. The Snow Patrol program shall not interfere with the disaster service worker designation assigned to all Town employees.

II. Policy

A. General Provisions

This policy applies only to employees who complete the *Snow Patrol Policy Acknowledgement and Opt-In Form* provided for in Appendix A. Employees who do not complete the *Snow Patrol Policy Acknowledgement and Opt-In Form*, and receive approval by their Supervisor, Department Head, and Human Resources, are not eligible to participate in program.

The Town Manager, or designee, shall monitor incoming data from various regional weather forecasting agencies, and coordinate with critical local partners to assess the need to deploy the Snow Patrol program.

B. Terms of Voluntary Participation

1. Participation in the Snow Patrol program is entirely voluntary.
2. Hours worked in the normal workweek within the Snow Patrol program shall be paid out at an employee’s regular hourly rate of pay and allocated to the department designated in the *Snow Patrol Policy Acknowledgement and Opt-In Form*; the normal workweek for employees is forty (40) hours.
3. For time actually worked beyond forty (40) per workweek within the Snow Patrol program, overtime shall be paid at time-and-one-half an employee’s regular hourly rate of pay and allocated to the department designated in the *Snow Patrol Policy Acknowledgement and Opt-In Form*. Employees shall not be eligible to accrue compensatory time-off for hours worked under

the Snow Patrol program.

4. Employees participating in the program shall not be entitled to a minimum number of hours (call out, reporting pay, standby, etc.), and shall only be entitled to compensation for time actually worked performing duties within the scope of the Snow Patrol program.
5. Employees opting-in to the Snow Patrol program shall complete all required training as considered necessary by the Town Manager, or designee, prior to participation in the program.
6. Safety equipment and uniform pieces required for work in extreme weather conditions shall be provided to all participants in the Snow Patrol program, for program use only. Additional requests for the purchase of safety equipment outside of the standard issued uniform for the program shall be made to the Town Manager, or designee, prior to purchase.
7. Participation in the Snow Patrol program requires a minimum attendance of twenty percent (20%) of authorized deployments throughout the fiscal year (July 1st – June 30th).

C. Authorization

1. Authorization for deployment of the Snow Patrol program shall be at the discretion of the Town Manager, or designee; the Town Manager, or designee, shall appoint a Snow Patrol coordinator for each deployment.
2. Authorization for participation in the Snow Patrol program shall be at the voluntary agreement of each employee, and as approved by the employee's Supervisor, Department Head, and Human Resources.
3. Authorization for participation shall expire at the end of each fiscal year (July 1st – June 30th); a new *Snow Patrol Policy Acknowledgement and Opt-In Form* must be submitted for approval each fiscal year, and authorizations shall not carry over from one fiscal year to the next.
4. Voluntary participation in the Snow Patrol program may be terminated at any time, for any reason, by the employee or Town Manager, or designee.

III. Responsibility for Review

The Town Manager, or designee, is responsible for reviewing this policy as needed or at least every five (5) years.

IV. Appendices

Appendix A: Snow Patrol Policy Acknowledgement and Opt-In Form