Standard Operating Procedure

Employees working emergency snow removal on an off-shift **MUST** contact their supervisor by the start of their regular shift.

**Purpose**

To notify the supervisor where the employee is working and to evaluate the current needs of the departmental work assignments.

**Procedure**

1. All employees must notify their respective supervisor by the start of their normal shift and indicate where they are removing snow and estimate how long they will be needed for the snow removal activity.

2. When unable to notify your supervisor, call Work Control at 5353 and ask that they forward the information.

3. The emergency assignment will be evaluated by the Supervisor, Manager or Grounds Manager as to departmental needs.