

Town Office Closure & Employee Notification Policy

The following will serve as the policy regarding how the closing of Town Offices will be determined during a winter storm for all employees who work in Town Offices.

- The Chairman of the Board of Selectmen, in consultation with the Emergency Management Director and Highway Superintendent, will determine if storm conditions warrant a *delay* or *closure* of Town Offices.
- In the event of an official declared “State of Emergency” by the Governor (and/or similar Federal Declaration) the Town Offices will be closed.
- Town Office employees will be notified via the police phone messaging system after 7:00 a.m. This system requires the phone numbers of each employee to be notified be forwarded to the list manager (Police Chief or Emergency Management Director). The message will indicate whether storm conditions warrant a delay or closure of Town Offices. Every effort will be made to post any closures and/or delays on the Town’s social media.
- In instances of delays or closures of Town Offices, all public safety employees (DPW, Fire, and Police) are still required to report to their respective positions and should contact their respective authority with any questions.
- A closure or delayed opening (the duration of the delay) of Town Hall shall be documented as an “Administrative Absence” which is not charged against the employees. Employees who choose to come into work regardless of the declared closure or delay do so at their own choosing and will not be awarded compensated time or other leave time.
- In instances where employees do not report to work when the Town Office is open or after a delay, will have such time count against their accrued vacation and/or personal leave time.
- If employees have a scheduled vacation or personal day which occurs on a storm day in which a closure or delay is declared, they will still be charged the appropriate time (vacation or personal) as the employee was not going to have to report to the Town Offices due to a planned vacation and/or personal day.
- If a Town Office closure or delay is called on a day in which an employee is not normally scheduled to work, that employee will not be credited “Administrative Absence” time.

BOS approved 3/19/2018

Rev. 1/24/2019 to correct BOS Chair title