

INCLEMENT WEATHER & OTHER EMERGENCIES POLICY

06-02

I. PURPOSE AND SCOPE

The purpose of this policy is to establish consistent procedures regarding inclement weather and other emergencies for shutting down non-essential Town operations.

The Town of Groton recognizes that occasional severe weather, or rare general emergencies, may make it difficult to travel to and from work. However, it is essential that the operations of the Town continue to the highest extent possible. Employees are expected to take such circumstances into account when traveling to work or requesting early release.

II. POLICY

- A. The Town Manager, with assistance from the DPW Director and Police Chief, will be alert for and promptly evaluate weather and other emergencies for the need to shut down Town operations or permit late arrival or early release of non-essential personnel. Non-essential personnel are those not required for public health and safety or otherwise designated by the Town Manager. If the Town Manager is not available then the Chairman of the Board of Selectman will make the evaluation.
- B. Should the Town Manager decide to modify the operational hours of the Town, the appropriate staff will be notified, and employees thus released from work will be paid for scheduled hours.
- C. In circumstances where the Town Manager has not declared emergency modification of hours, employees must contact supervisors, who will discuss options for time not worked. Options are limited to: Rescheduling hours within the same pay period in a manner that will not incur overtime; use of vacation or personal time to cover the time not worked.
 - i. Employees who develop consistent patterns of failure to report to work due to weather, school closings, or persistent transportation problems may be subject to disciplinary action.