

INCLEMENT WEATHER/EMERGENCY CLOSURE OF TOWN HOUSE

2-8-2015

Approved by Plympton BOS 2-23-2105

INTRODUCTION

The Town of Plympton recognizes that inclement weather and other emergencies (including but not limited to events such as flooding, earthquake, wildfire, regional power outages, public safety emergencies, terrorist attack, and radiologic emergency) can affect the Town's ability to open for business and the employee's ability to get to work. The safety of our employees is paramount in any emergency. No policy can cover every potential emergency situation, so this policy covers the most common.

TOWN HOUSE CLOSURE

Whenever a State of Emergency is declared by the Governor of Massachusetts, the Town House will be closed.

In addition, during severe weather or any of the emergencies mentioned above, the Town Emergency Management Team (Police Chief, Fire Chief and Highway Surveyor) in consultation with the Chair of the Board of Selectmen (or his/her designee) may also decide to close the Town House.

Unless the Governor declares a State of Emergency, the Town House will rarely be closed due to snow except in worst of conditions.

If the Town House is declared closed due to a Governor's declaration of a State of Emergency or a closure declared by the Town Emergency Management Team, salaried employees and employees paid hourly will be paid for normally scheduled hours.

In return for this pay during the paid work day while the Town House is closed, employees are expected to work at home if feasible. Even employees who have jobs that usually require their physical presence at work can do such tasks as paperwork, developing an up-to-date job description, considering how to improve work flow, long range planning and/or reading studying job related materials.

NOTIFICATION

If the Town House is declared closed due to a Governor's declaration of a State of Emergency or a closure declared by the Town Emergency Management Team, a member of the Town Emergency Management Team will post that information on the Town website, and as best possible, notify department heads in as timely a manner as possible. Department heads will make every effort to notify employees in as timely a manner as possible by departmental phone call trees and the like.

EMPLOYEE RESPONSIBILITY WHEN TOWN HOUSE OPEN

Absent a declaration by the Governor or Town Emergency Management Team, all Town employees should assume Town offices will be open the usual hours and functioning normally. It is each employee's responsibility to decide if conditions allow them to come to work safely.

If the Town House is open, town employees who are not able to work their normally scheduled hours due to inclement weather or emergency circumstances will need to decide whether or not they will take time off without pay, as personal time or vacation time, or work comp time.

ESSENTIAL EMPLOYEES

This policy does not cover essential public safety employees.