



TOWN OF PLYMOUTH

POLICY: TOWN OFFICES/EMPLOYEES OPERATIONAL POLICY FOR STORMS AND OTHER EMERGENCIES

BOS/95/02/R01

Approved: January 3, 1985

Revised: February 7, 1995

Effective: January 3, 1985

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1.0 PURPOSE

The following policies shall be applicable if a snowstorm, hurricane or other related circumstance occurs:

2.0 POLICY GUIDELINES

- 2.1 All employees shall report to work on a day which it snows or storms unless notified via WPLM or WATD radio stations that the Town Offices will be closed. Every effort will be made to have the information on the radio by 6:30 a.m.
- 2.2 If the normal workday has commenced, department heads and employees will be notified by the Town Manager or his designee by way of the switchboard if the Town offices will be closing due to a storm.
- 2.3 No department head shall close his/her office unless authorized to do so by the Town Manager or his designee pursuant to #2 above.
- 2.4 Department heads shall not allow employees to go home due to a storm (except for scheduled lunch-hour) unless authorized by the Town Manager or his designee pursuant to #2 above.
- 2.5 Any employee who fails to come to work on a day that the Town Office Building remains open despite a storm shall not be paid for that day unless said employee had previously received authority to take vacation, personal leave or compensatory time on said day. An employee shall not receive authorization to take vacation, personal leave or compensatory time off based upon the occurrence of the storm.
- 2.6 An employee who arrives at work later than would reasonably be expected during a storm shall not be compensated for the time not worked. The Town Manager or his designee shall make the determination of reasonableness in such instances.

- 2.7 An employee who fails to come to work on a day that the Town Office Building opens late due to a storm will lose a full day's pay as a result. An employee who arrives at work later than would be expected on such a day (Town Offices open late due to storm) shall not be compensated for the hours not worked from the time of the opening until the time of arrival at work.
- 2.8 An employee who comes to work prior to the official opening of the Town Offices (which open late due to a storm) shall do so upon their own decision and shall not receive any special compensation or time off as a result.
- 2.9 Employees in certain departments (Police, Fire, Public Works, Switchboard, Harbormaster, Civil Defense, Airport, Selectmen, Board of Health, Building and Council on Aging) may be regarded as emergency employees in nature, and may be required to remain at work during a storm or other emergency situation. Such employees will receive their normal compensation in such instances.
- 2.10 If a program or activity is canceled for safety reasons, such as Council on Aging or Recreation, and staff are advised that they do not need to report to work, they will be compensated for their scheduled hours.

3.0 APPLICABILITY

This policy is applicable to all Town employees.

4.0 QUESTIONS

Please direct questions to the Town Manager's office at (508) 830-4000.

Signed by:

JOSEPH F. ANSEWICZ
Vice Chairman, Board of Selectmen

WILLIAM R. GRIFFIN
Executive Secretary