

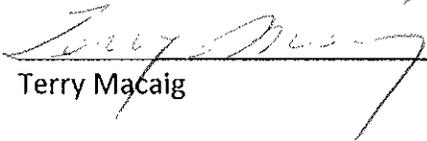
# TOWN OF WILLISTON

## APPENDIX F

### INCLEMENT WEATHER POLICY

Adopted this 6th day of July, 2015

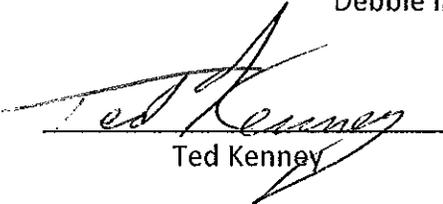
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Abstract: The Inclement Weather Policy is intended to define those times when employees may be allowed to be absent from work, arrive late, or leave early due to adverse travel conditions due to inclement weather.

#### Legislative History

##### Amendments:

December 8, 1998 (Adopted by Manager)

July 6, 2015 (Amended and Adopted by Selectboard)

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## **Inclement Weather Policy**

### **1. Purpose**

The Inclement Weather Policy is intended to define those times when employees may be allowed to be absent from work, arrive late, or leave early due to adverse travel conditions due to inclement weather.

### **2. Policy**

#### **2.1. Policy Statement**

The Town will make every effort to maintain normal work hours even during inclement weather. While the Town will always keep the safety of its employees in mind, it may choose to remain open on days when travel conditions may be hazardous. If the Town remains open during such times, it is the employee's choice whether to report to work.

#### **2.2. Employees Excepted**

This policy applies to all non-union, non-emergency personnel with the exception of union employees, all emergency personnel including police officers, dispatchers, fire personnel and highway department field personnel.

#### **2.3. Employee Discretion**

Any employee who reasonably determines that travel is not safe will not be subject to discipline for not reporting to work. Supervisors are expected to honor reasonable requests of employees to arrive late or to leave early because of hazardous travel conditions caused by inclement weather. Employees are expected to make a reasonable effort to notify their supervisors if they cannot report to work or will report late.

### **3. Procedures**

#### **3.1. Closure Decisions**

All decisions to open late, remain closed, or close early are made at the sole discretion of the Town Manager or his/her designee. On days when travel conditions are hazardous, the Manager or designee may make the decision to declare a delayed opening after the start of the work day.

#### **3.2. Employees Who Report to Work**

Employees shall be paid for the hours they would have worked had the Town offices been, or remained, open. For employees who report to work on time despite a decision to delay the opening of the office or when a delayed opening is

declared after the start of the work day, they will receive compensatory time off equal to the length of the delayed opening.

### 3.3. Employees Unable to report to Work

Employees who are unable to report to work on time or at all due to weather related travel conditions should contact their immediate supervisor as soon as such a condition becomes apparent. Employees who are unable to report to work when the Town Offices are open must use Vacation Leave or Personal Leave. If no vacation time or personal leave is available, the nonexempt employee will not be paid for the work time they missed. An employee's leave time will not be charged for the length of time the offices are completely closed, there is a delayed opening, or an early closure.

### 3.4. Employees Not Scheduled to Work

Employees not scheduled to work, on sick leave, vacation, or other previously authorized leave shall not receive credit or any extra compensation for the closed period.

### 3.5. Early Closure

On days when the travel conditions worsen as the day progresses, the Town Manager or his/her designee may decide to close early. In such cases, a decision and announcement will be made by the Town Manager at the appropriate time. Employees will be expected to remain at work until the appointed closing time, unless they receive permission from their supervisor to do otherwise.

### 3.6. Overtime

Time absent from work because of hazardous travel conditions caused by inclement weather, shall not be counted as hours worked when computing weekly overtime.