

TOWN of GREENFIELD
WEATHER and EMERGENCY EVENTS POLICY and PROCEDURES

PURPOSE and SCOPE

The following guidelines set forth are to be followed in the event that snow, other weather-related events, or emergency situations cause the closing, late opening, early closing, or limited staffing of municipal departments.

The purposes of excusing non-essential employees from reporting to or remaining at work are to minimize the hazards to employees and citizens, and to reduce the possibility that their being on the road might add to the problems faced by Public Works, Police or Fire Departments.

APPLICABILITY

This policy applies to management, administrative, professional and clerical support personnel, regardless of work location. It does not apply to public safety, communications, custodial and maintenance staff, or non-administrative Department of Public Works personnel.

POLICY

The town may provide paid administrative leave to non-essential employees who are scheduled to work and are excused from work duties due to weather conditions or actual or impending natural or man-made disasters.

Should the Mayor delay or close all but essential operations, the excused employees will not be charged with accrued leave time. No additional compensation will be given to employees who remain and work their regular schedule even if other employees are excused. Employees who are not scheduled to work will not be compensated. Employees who were scheduled to use accrued paid time off must use their accrued time off as planned.

As a practical matter, employees who live the farthest driving distance away or who must arrive somewhere at a specified time (e.g. child care facility) will be the first employees to be released. In cases where an employee feels personally at risk due to extreme weather conditions (or other extreme emergency) and an office closing has not been ordered, the employee must use vacation or personal accrued time for that day, or part of the day, that s/he chooses not to come to work or chooses to leave early. Supervisory notification and approval is required.

Department Heads are responsible for ensuring all staff members in their department are informed of facility closings or altered business hours or any other emergency measures. When the Mayor has not delayed or closed offices, department heads may operate with a limited work force (i.e., 'skeletal staff' of at least one person in each department) at their discretion but are responsible to ensure that there is adequate office coverage at all times when Town buildings are open for business.

PROCEDURES

The following list includes some, but is not limited to, examples of when the Mayor may provide administrative leave:

- Severe snow or ice storms
- Hurricanes or tornadoes
- Earthquakes
- Floods
- Massive power outages
- Chemical spills

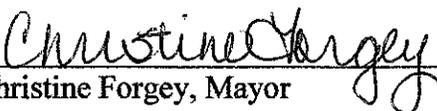
In the event of actual or impending emergency or weather advisory, the following protocol will be followed:

- The Mayor will make the determination to delay the opening or closing of town offices as early as possible, usually between 6:00 and 7:00 a.m., upon consultation with the Police and DPW;
- The Mayor will notify Direct Report staff, who will in turn notify department heads, who in turn will notify their staff;
- All employees should listen to WHAI 98.3 FM locally for information. In addition, every effort will be made to list the information on Channels 22 and 40, and Greenfield Public Access Channel.

If you do not gain information from any of these means, use your "best judgment" while keeping your own well-being in mind first. The Town's primary concern is for your safety.

In the event there are emergency conditions during non-working hours, the Mayor or any department head may direct that certain employees report for duty as conditions may require. Employees who anticipate that they may be needed in such a situation, and who cannot be reached at their residence, should notify their supervisor as to where they can be reached.

In the event of a major emergency in which citizens' lives may be in danger, or in the event of a major clean-up effort following a major emergency, town employees who are able to do so are expected to report to work for whatever duties are necessary to serve the citizens in need after consultation with their supervisor. Failure of personnel to report to work when needed may result in an appropriate charge against leave policies or other appropriate action if the supervisor can demonstrate that reasonable attempts to report to work have not been made.


Christine Forgey, Mayor


Dennis Helmus, Director of HR

Dated: 1/13/09