

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, custodians 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 opening or close offices early (except all but essential operations) for a whole or partial work day, 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 granted accrued leave (i.e., vacation, personal, compensatory time) when requested and the Town has not closed offices. 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 accrued time for that day, or the entire part of the day, that s/he chooses not to come to work or chose to leave early. Paid leave applies only to employees who came to work and were at work at the time the Mayor closed Town offices, and only for the number of hours in a work schedule the closing or delay affected. 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 or Floods
- Massive power outages
- Chemical spills

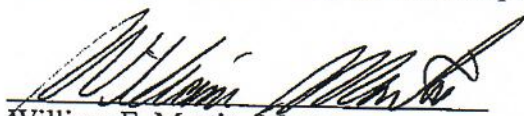
In the event of actual or impending emergency or weather advisory, the following protocol will be followed:

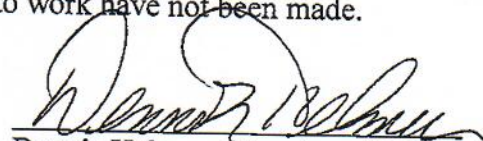
- The Mayor will make the determination to delay the opening or closing of town offices as early as possible, usually between 6:00 and 7:00 a.m., upon consultation with the Police and DPW;
- All employees can access the Town website home page to look for a closing or opening delay; or, call 413-772-1528 x 6106 for a recorded message.
- Employees may listen to WHAI 98.3 FM, Channels 22 and 40 and Greenfield Public Access Channel for information as the Town will attempt to notify these news outlets as well.

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.


William F. Martin, Mayor


Dennis Helmus, Director of HR

Dated: January 9, 2017