

Town of Waldoboro – Administrative Regulations

Effective Date: 12/18/08

Regulation No.: 09-01

Revision Date:

Supersedes: None

Approved By: Board of Selectmen

Subject: SEVERE WEATHER CLOSING POLICY

I. PURPOSE

This policy establishes the procedure for declaring a severe weather closing of the Town Office and Transfer Station (non-essential services) and how employees will be compensated for hours of missed work.

II. POLICY

Town employees may be excused from work due to severe weather conditions at the discretion of the Town Manager during regular business hours.

In determining if the Town Office and Transfer Station will be closed due to severe weather the Town Manager shall consult with the appropriate public safety personnel and will notify the Chairman of the Board of Selectmen. The closings will be posted on the Town's website and television and radio stations will be notified so as to alert the general public.

When non-essential town facilities are closed due to severe weather, personnel will be compensated at their regular rate of pay for any time not worked due to the severe weather closing. Employees missing work when the Town Office and Transfer Station have not been declared closed due to severe weather will not be compensated for the hours missed. Employees may use accrued vacation or compensatory leave for this time.

Clinton E. Collamore, Sr.

Robert Butler

Rebecca B. Maxwell

Theodore Wooster

John Blamey