

POLICY # A5-2.1

WEATHER RELATED CLOSING ALL TOWN BUILDING EMPLOYEES

The Wayland Town Building will be open for normal business hours Monday through Friday. Employees should make every effort to arrive as close to their starting time as possible.

If an employee is unable to come to work because of the inclement weather conditions and wishes to be paid for that day, he/she must charge the day to accrued vacation leave or accrued personal leave. If the employee has no remaining accrued vacation leave or accrued personal leave, then the day will be considered unpaid leave.

Exceptions to this policy are as follows:

In the case of a natural disaster declared by the Governor of the Commonwealth, the Chief of Police will notify and recommend to the Town Administrator an appropriate course of action including the closing of the Wayland Town Building during normal business hours.

The Town Administrator shall contact the Chairman of the Board of Selectmen who will be responsible for polling other Board members and report back to the Town Administrator the results of the poll.

If the Town Administrator is not able to contact the Chair, or if Board members cannot be polled, then the Town Administrator may deem it appropriate in extreme or immanently severe weather conditions to maintain the flexibility to close early or delay opening.

If the Building is to be closed, the Town Administrator shall contact all Department Heads pursuant to the Emergency Calling Tree, who will in turn be responsible for contacting their employees. Every effort will be made to leave a uniform voice mail message for all employees and citizens to retrieve.

In instances when the exceptions to this policy apply and Town Building is closed for all or part of a normal business day, the Town Administrator may deem it appropriate to compensate employees assigned to Town Building.

Town Administrator Approved: September 15, 2006