

TOWN OF BLOOMFIELD

POLICY MEMORANDUM

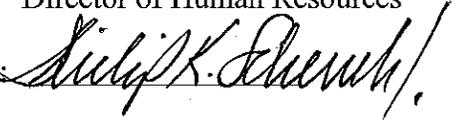
SUBJECT: Severe Inclement Weather Leave Policy
For Nonessential Personnel

NO: 145.01
DATE: 2-19-14

AMENDED:

DISTRIBUTION: All Departments

BY: Cindy Coville
Director of Human Resources

APPROVED: 

I. PURPOSE

The purpose of this Policy Memorandum is to formalize and communicate the policy regarding time reporting and use of leave for severe inclement weather for nonessential personnel. For the purpose of this policy, employees designated as essential personnel will be determined by the Town Manager or his/her designee.

II. RESPONSIBILITY

It is the responsibility of supervisors to communicate this policy to their employees. Supervisors are also responsible for adherence to this policy and proper reporting of time.

III. FORMS

None

IV. PROCEDURE

- A. Any employee who does not feel safe commuting to work during severe inclement weather may use leave time (vacation/personal/compensatory/perfect attendance) if such leave is available and is approved by the Department or Division Head. This leave may be requested on the day of the storm for purposes of this policy only.
- B. The Town Manager or his/her designee in his/her absence will make the determination as to when Town buildings will be closed due to inclement weather. Notification of the time of closure will be sent to Department Heads by the Town Manager's office via text message. It is the responsibility of the Department Heads to notify their employees.

- C. The Town Manager or his/her designee will make attempts to notify the public regarding the closing of Town buildings via the following:
 - a. Website
 - b. BATV
 - c. Electronic Boards
 - d. Public Media (Radio, TV)

- D. Employees shall not suffer any loss of pay and shall not be charged accrued time for the period of time that Town buildings are closed. However, this provision shall not apply to employees who, prior to the day in question that the Town buildings are closed due to inclement weather, had already requested and received approval to be off on said day (vacation, personal leave, etc.) for reasons unrelated to inclement weather or who called in sick on the day in question.

- E. In the event that the Town buildings are closed due to inclement weather, employees who were at work should report the time that the Town buildings are closed as LWP (leave with pay) on their time sheet. Supervisors must submit to the Director of Human Resources the names and type of leave requested and whether or not the leave was approved or denied for employees who call out on the day of a storm due to inclement weather. Supervisors must also submit names of employees who called out sick on the day of the storm.

- F. The Department of Human Resources will provide in writing to the Finance Department the names of employees and type and amount of leave to be credited to each employee who is eligible for leave reimbursement under this policy.

- G. Each affected employee will receive written notice from Human Resources via memo or e-mail of the type and amount of leave that is credited to his/her accrual account and the date associated with the accrual reimbursement. Employees are responsible for checking for the accuracy of their accruals. A discrepancy should be reported to HR as soon as it is noted.