



# TOWN OF PLYMOUTH

26 Court Street  
Plymouth, Massachusetts 02360  
(508)747-1620

<b>Policy Number</b>	<b>SB-010385</b>
<b>Title</b>	<b>Operational Policy for Storms and Emergencies</b>
<b>Established</b>	<b>January 3, 1985</b>
<b>Revision Approval Dates</b>	<b>February 7, 1995; October 18, 2022</b>

## 1. PURPOSE

To establish guidelines and procedures related to operations and employee attendance during local emergencies, snowstorms and/or other significant weather events (henceforth referenced as “a local emergency or weather event”).

## 2. POLICY GUIDELINES

**2.1** In the event of a local emergency or weather event, the Town Manager or their designee will consult with Public Works and Public Safety Officials to determine if a closure or delayed opening of Town Offices are necessary.

**2.2** All employees shall report to work on a day during which a local emergency or weather event is occurring, unless notified of the closure of Town Offices (with specific facilities to be defined at the time of each closure or delayed opening event) through the means and/or media outlets listed below. All efforts will be made to announce any closing or delayed opening by 6:30 a.m. on the day of the event.

- Town of Plymouth Official Social Media Pages
- Town of Plymouth Official Website
- Departmental “phone tree” or notification method, as established by Department Head; employees are advised to check on such procedures with their Department Head or Division head, directly
- Town of Plymouth E-Subscribe System

- 2.3 If a local emergency or weather event occurs after the normal workday has commenced, the Town Manager will notify Department Heads if a decision has been made to close Town Offices early (with specific facilities to be defined at the time of each closure). Department Heads and Division Heads will be responsible for communicating the early closure to their respective employees via “phone tree” or other notification method, as established by the Department Head. Employees are advised to check on such procedures with their Department Head or Division Head, directly.
- 2.4 No Department Head or Division Head shall close their respective office unless authorized to do so by the Town Manager or their designee, pursuant to § 2.2, above.
- 2.5 Department Heads and Division Heads shall not allow employees to go home due to a local emergency or weather event (except for the employee’s scheduled lunch-hour) unless authorized by the Town Manager or their designee, pursuant to § 2.2 above.
- 2.6 Any employee who chooses not to come to work at a time that their respective office remains open or opens late, despite a local emergency or weather event, may use their own accrued vacation, personal, compensatory, or earned time in accordance with the collective bargaining agreement that applies to their position or the personnel bylaw for non-union employees for said time that their office is open. If the employee does not have any accrued leave, they will be unpaid for said time. Sick leave and LTIA will not be eligible for use.
- 2.7 An employee who arrives at work later than would reasonably be expected during a local emergency or weather event, may use their own accrued vacation, personal, compensatory, or earned time in accordance with the collective bargaining agreement that applies to their position or the personnel bylaw for non-union employees for said time that their office is open. If the employee does not have any accrued leave, they will be unpaid for said time. Sick leave and LTIA will not be eligible for use. The Town Manager or their designee shall make the determination of reasonableness in such instances.
- 2.8 If a closure or delayed opening of Town Offices coincides with an employee’s previously scheduled time off, that employee will not be charged for the use of their earned time during the delayed opening or closure.
- 2.9 An employee who wishes to arrive at work prior to the official opening of their respective office on a day that said office opens late due to a local emergency or weather event must receive permission from their supervisor prior to doing so.
- 2.10 Employees in certain departments (Police, Fire, Emergency Management, Public Works, Harbormaster, Airport, Town Manager, Public Health, Inspectional Services, Animal Control and Center for Active Living or others deemed by the Town Manager) may be regarded as essential employees in nature and may be required to remain at work during

a local emergency or weather event. Such employees will receive their normal compensation in such instances.

### **3. APPLICABILITY**

This policy is applicable to all Town employees. In such instances where this policy, or any portion thereof, may conflict with a Collective Bargaining Agreement, or any portion thereof, the provision(s) of the Collective Bargaining Agreement shall supersede this policy.

### **4. QUESTIONS**

Please direct questions to the Town Manager's Office.

Signed By:

Betty A. Curcio  
Chair, Select Board

Date

10/18/2022

DKB  
Town Manager

Date

10/18/2022