

## **Inclement Weather/Emergency Closures:**

### **Purpose**

To outline procedures aimed at maintaining Township administrative services during inclement weather or emergency conditions while recognizing the fact that inclement weather and other emergencies can affect an employee's ability to get to work in a timely manner. This policy also outlines compensation practices for nondesignated employees for absences during closings or partial closings of administrative services during inclement weather and/or emergency closures.

### **Definitions**

- Administrative Offices: General Township offices including Clerk's office, Treasurer's office, Supervisor's office, Assessing, Building and Zoning.
- Emergency Conditions: Emergency conditions consist of total power failures, fire, flooding, governor sanctioned weather emergencies, outbreaks and other similar instances that may be deemed by the Supervisor, Clerk and/or Treasurer.
- Inclement Weather: Extreme snowfall, excessive freezing rain or icy roadways are deemed inclement weather. School closings or delays due to weather related road conditions constitute inclement weather for the purpose of this policy.
- Non-Designated Employees: Employees who are not assigned to positions deemed by department heads and the Board as being essential to maintaining the health, safety and welfare of our citizens.

### **Procedure**

1. If the Roscommon Area Public Schools determine, due to inclement weather, that either a delayed opening or full day closure is needed, the general offices will adhere to a two hour delayed business opening.
2. Delayed and closed openings of the Roscommon Area Public Schools are communicated on local media including station 98.5 and television channel 9&10.
3. In the instance of a delayed business opening, employees are expected to make every possible effort to arrive at work as soon as safely possible.
4. Gerrish Township recognizes that, in the event of inclement weather, individual employee circumstances may affect the time frame in which an employee will arrive at work. Employees who are unable to arrive at work until the delayed business opening will not be penalized.
5. Employees who are scheduled to work during the delayed business opening will be compensated for those missed hours as if in attendance. If an employee is unable to report

by the delayed business opening, they will not be compensated for the time missed after opening but prior to arrival.

6. If, in instance of inclement weather or emergency conditions, the administrative offices are closed early, affected hourly employees will be compensated for their regular scheduled hours.

7. When an employee elects not to report to work on a delayed business opening day, Gerrish Township requires the courtesy of a phone call to the direct reporting board member. Employees will be required to use vacation or personal time to cover missed hours and will not be eligible to receive compensation for hours the Township was closed.

8. Extenuating circumstances will be considered regarding pay on an individual basis.

9. If the Township administrative offices are closed for a full day due to emergency conditions or inclement weather, the Township Clerk will communicate this to all employees as soon as possible.

10. In the event of a full day closure, all scheduled hourly employees will receive a full days compensation. Exceptions are made if the employee has previously requested vacation or sick time off for that day.

11. Exempt employees will receive their full salary for any partial or full day closures.