

## **Storm Closing Policy**

It is the general policy of the City of Hallowell for City Hall and all other municipal offices to remain open for business except during the most extreme weather events. During an extreme weather event, City Hall may be closed under the process outlined in this Storm Closing Policy. All regular and part-time employees scheduled to work on a day when City Hall is closed will receive their regular pay for that day.

The City Manager is the person charged with making a determination about closing City Hall. In general the City Manager will follow the State of Maine's storm closing decisions. The City Manager will attempt to make this decision before 6:00 AM on the morning of a storm. One television station (WGME Channel 6) and two radio stations (WABK and Maine Public Radio) will be notified that Hallowell City Hall is closed for the day. The City Manager will e-mail department leads and call the City Clerk to set up a phone tree to notify office staff of the closing before 7:00 AM.

Closing City Hall will be the exception rather than the rule for severe weather. Except for extreme winter storms, the City Hall will remain open. However, if a City Hall employee believes it is unsafe for him/her to drive to work, the City Manager encourages that person not to come to work. This is a permissible reason for not coming to work and employees may use accumulated comp time or vacation time on their time logs for these days.

Even when City Hall is closed, police, fire and public works emergency personnel will be required to report to work. Employees who are required to work and those who choose to work on days when City Hall is closed will be given additional vacation hours for each hour that the City Hall is closed and they work.

Presented to the City Council on December 12, 2016