



## POLICY ON

# EMERGENCY CLOSING

1/26/2015

From time to time the Town of East Hartford's Town Hall and/or other offsite departments may have to close during a regularly scheduled work day due to weather conditions such as snow, ice, etc. Alternatively, closings may also occur due to non-weather related conditions such as power outages, loss of heat/air-conditioning, etc.

Whenever possible, employees will be notified in advance that the East Hartford Town Hall will be closed through an announcement on the radio or by calling 860-291-7312 for a recorded message which will provide current information. WTIC Radio, 1080 AM, is the radio station that is notified, normally between 6:00 and 7:00 a.m. The radio station will announce that the East Hartford Town Hall is closed.

Effective immediately, the Town of East Hartford will implement the following guidelines regarding emergency closings.

### Weather & Non-Weather Related Emergency Closings:

- *As declared by either the State or Federal Government.* All employees are compensated for the regularly scheduled hours they would have worked, but for the closing. Employees who had prescheduled time off or called in sick will not be compensated for "regularly scheduled hours they would have worked".
- *As declared by the Mayor or acting Mayor.* All employees are compensated for the regularly scheduled hours they would have worked, but for the closing. Employees who had prescheduled time off or called in sick will not be compensated for "regularly scheduled hours they would have worked".
- *During times of anticipated or actual inclement weather only.* When employees are reasonably concerned for their own safety, they may use any accrued paid leave owed to them to stay home, arrive late, or leave work early. Alternatively, with the approval of the Department Head and Human Resource Director, employees without any accrued paid leave or sick time may take an unpaid leave of absence.

### Alternative to Emergency Closings:

- Unless otherwise directed by their Department Head, displaced employees affected by the department or facility closing will be directed to the Community Cultural Center (or some other designated facility) for the purpose of receiving employee training. Employees whose jobs are not impacted by the facility closing will continue their work as scheduled.
- Employees who do not wish to receive training may use any accrued paid leave owed to them. Alternatively, with the approval of the Department Head and Human Resource Director, employees without any accrued paid leave or sick time may take an unpaid leave of absence.