



January 2, 1990

Inclement Weather Policy

Spirit of the Policy:

The spirit of this policy is to maintain a normal 8am to 5pm work day in Town Hall and 7am to 4pm in Public Works. Police services remain unchanged.

Policy Statement:

Any deviation in the normal workday will be approved in advance by the Mayor (or Mayor Pro-tem in absence of the Mayor).

Employees who miss work due to inclement weather will be required to take vacation or use comp time as directed/approved by the Mayor.

If an employee has no vacation or comp time balance, pay deduction or make-up will be applied. The Mayor will rule on such situations as they arise.

If weather necessitates early morning delayed opening or early closing/shutdown of municipal services, the Mayor (or Mayor Pro Tern in the absence of the Mayor) will make such a decision.

This policy supersedes any and all similar policies for the Town of Pine Level.

THIS POLICY WAS ADOPTED IN REGULAR SESSION ON JANUARY 2, 1990.