



TOWN OF HANOVER
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Emergency Closing of Facilities Policy **Policy 15-04**

I. PURPOSE AND SCOPE:

The purpose of this document is to outline the Town's policy on the emergency closing of Town buildings and facilities. The Town of Hanover will make every effort to provide essential services to its residents, even in cases of extreme adverse weather or other emergency. Therefore, the Town will keep its offices open during regularly scheduled hours unless extreme inclement weather, extraordinary conditions or unforeseen circumstances necessitate closure.

The Emergency Closing of Facilities Policy was created to provide efficient and consistent standards and procedures for the closing of Town facilities during emergency situations for the safety of employees and the public. Emergency situations include but are not limited to snow or other weather-related events. Closing of Town facilities is done in the interest of both public and employee safety.

II. APPLICABILITY:

This information applies to all Town of Hanover management, administrative, professional and support personnel, regardless of work location. It does not apply to the School Department, essential custodial and maintenance personnel, Public Safety personnel, essential Department of Public Works personnel and essential call-in personnel. Essential personnel are defined by the Department Head and/or the Town Manager or his/her designee and may change for each situation, as determined by the emergency.

III. BACKGROUND:

The Town of Hanover will provide timely information to Town employees concerning the opening and closing of Town offices as a result of a declared emergency, weather or otherwise. It is the policy of the Town to compensate employees who cannot report for work when the municipal building they work in is closed due to an emergency situation. Employees who had pre-scheduled time off or called in sick will still be charged for that absence.

In the event non-exempt employees are required to remain at work or report to work after the municipal building in which they work has been closed, they will be entitled to receive, in addition to their regular pay for that day, banked compensatory time for time worked after the designation. This compensatory time must be used at an agreed-to time with the Department Head as to not cause overtime.

IV. PROCEDURES:

A. Inclement Weather Which Begins BEFORE Working Hours

1. If inclement weather occurs, which makes travel difficult, before or during the morning commute hours, employees should take a reasonable amount of time necessary to arrive at work safely. Employees who prefer to use accumulated vacation or compensatory leave time, in lieu of reporting to work, should be allowed to do so. In general, if Hanover Schools are closed or delayed as a result of the weather, Town employees may use up to one extra hour in the morning beyond their normal start time to ensure a safe arrival at work, without loss of pay or use of accumulated leave time.
2. Unless municipal buildings are closed by the Town Manager or his/her designee, employees who do not report to work must use their vacation or compensatory accumulated leave for all hours they were scheduled to work for the day.
3. In the event that a decision is made by the Town Manager or his/her designee to not open a municipal building, employees are responsible for checking the Town's website or voice mail on the Town's main phone number, as described on the following pages.
4. Appropriate notification shall also be made on voice mails, website and entrances to Town buildings. Employees will be compensated for the period that the municipal building in which they work is closed.

B. Limited Work Force

1. When an event begins during the day and is forecasted to impact driving conditions, or otherwise impact operation of a Town facility, the Town Manager or his/her designee may call for a Limited Work Force. This shall mean, if possible, at least one employee in each department should remain in the office until the close of business, or until the building is closed by the Town Manager or his/her designee.
 2. As a practical matter, employees who live the furthest driving distance away, who are most at risk of injury during a weather-related event, or who must arrive somewhere at a specified time, such as to a child care facility, or who are otherwise concerned about driving, should be the first employees to be released. Employees so released will be paid for the remainder of their regular work day. To the extent possible the Limited Work Force should rotate.
 3. When a Limited Work Force is designated by the Town Manager or his or her designee, non-exempt employees who are required to work when other employees are released will be entitled to receive, in addition to their regular pay for that day, banked compensatory time for time worked after the designation. This compensatory time must be used at an agreed-to time with the Department Head as to not cause overtime.
 4. The Town Manager or his/her designee, at his/her discretion, may close certain offices during a Limited Work Force situation. If an office is closed at the discretion of the Town Manager or his/her designee, no employees of any closed office need to remain during the Limited Work Force designation.
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C. Change of Work Location

1. In the event that a decision is made by the Town Manager or his/her designee not to open a particular building, or to schedule a late opening, employees of that particular building may be required to report for duty at a secondary location if their function can be accommodated at a secondary location.
2. Employees who are required to work from a secondary location will not receive additional compensation.

D. Change of Work Duties

1. During an emergency, employees may be required to perform additional or different duties than outlined in their job description. This includes, but is not limited to, answering phones in the Emergency Communications Center and other operations as directed by the Town Manager or his/her designee or the Emergency Management Director.

E. Availability of Employees

1. In the event that a decision is made by the Town Manager or his/her designee not to open a municipal building, or to schedule a late opening, employees shall be accessible by phone for immediate needs. If a Department Head is on a scheduled vacation, a subordinate shall be accessible by phone for immediate needs. The Town Manager or his/her designee shall be notified in advance of the subordinate assigned to cover for the Department Head.

F. Decision to Close Town Offices

1. Decisions to close the Town Offices will be made by the Town Manager or his/her designee. Closing offices may be made in consultation with other management staff as needed; including, but not limited to Public Safety officials.
2. Notification of the closing of Town Offices will be available through the following sources:
 - a. The Town's website – www.hanover-ma.gov
 - b. Employee information line – (781) 826-5000, press 0 to hear the announcement. The Town Manager or his/her designee will update the message by 6:30 a.m. on the day of a weather or unusual event. If there is no updated message, employees should report to work as scheduled.
 - c. Employee e-mail system.
 - d. Town of Hanover's Facebook page (for closing and delays).
 - e. Town of Hanover's Twitter page (for closing and delays).

Although every attempt will be made to provide closing information at the aforementioned locations/sites, not all of these sources may be operational in the event of a power failure.

V. ESSENTIAL PERSONNEL

Essential personnel are identified by job title and department listed below. These employees should keep a copy of this information in their vehicles to identify themselves to authorities during emergencies.

Non-essential employees that are asked to report to work by their supervisors should receive an e-mail or a hard copy notification to identify themselves to authorities during emergencies whenever possible.

The following employees have been identified as essential personnel:

- Administration – Town Manager
- Administration – Acting or Assistant Town Manager
- Public Safety – Chief of Police
- Public Safety – Acting Chief of Police (or next command staff)
- Public Safety – Officers
- Public Safety – ECC Employees
- Public Safety – Fire Chief
- Public Safety – Deputy Fire Chief (or next command staff)
- Public Safety – Firefighters
- Public Safety – Building Inspector (as determined by emergency)
- Public Services – Director of Public Works
- Public Services – DPW Deputy Superintendent – Field Operations
- Public Services – DPW Deputy Superintendent -Water Operations
- Public Services – DPW Deputy Superintendent – Facility Operations
- Public Services – DPW Highway Division Staff
- Public Services – DPW Public Grounds Division Staff
- Public Services – DPW Transfer Station Staff
- Public Services – DPW Water Distribution Staff
- Public Services – Water Treatment Plant Staff (as determined by emergency)
- Public Services – Facilities Maintenance Staff - all Maintenance and Custodial personnel (except Administrative staff)
- Public Services – Health Agent (as determined by emergency)
- Public Services – Elder Affairs Director (as determined by emergency)
- Emergency Services – Emergency Operations Center Director

Custodians: As custodians are essential to snow clearing operations at School and Town buildings, they are required to be available to report to work prior to and remain beyond their normally scheduled shifts. In the event of extreme snowfall or other condition requiring closure of School or Town buildings for the day, evening custodians, at the direction of the Facilities Engineering Manager, will be required to report to work on the day shift to perform snow clearing operations. In such circumstances custodians shall work in locations as assigned and shall not depart until released by the Facilities Engineering Manager or his/her designee.

I acknowledge that I have received and read the Town's Emergency Closing of Facilities Policy. With your signature below, you represent that you have read, received and understand this policy.

Employee Name (please print)

Employee Signature

Date

☐ Employee _____ was unwilling to sign this document.
(print name of employee)

Department Head _____
Date

EFFECTIVE DATE: October 5, 2015

BOARD OF SELECTMEN



Brian E. Barthelmes, Chairman



Susan M. Setterland, Vice Chair



Joseph R. Salvucci



Robert S. O'Rourke



David R. Delaney