

## Emergency Closing Policy

This policy shall apply to closings/delays/early dismissals based on the weather (as opposed to some other type of emergency).

The Town will remain open for business unless the Governor issues a closing/delay/dismissal because of weather-related conditions, then we will generally follow suit. An official notice will be sent through the EverBridge system. You can find information on directives from the governor at <https://portal.ct.gov/DEMHS/Notification-of-Early-Release---Late-Opening-for-State-Offices>. Exceptions may be made to a closing based on the Governor issuing an order when a general state closing does not affect East Windsor (for example, a tornado warning in another county). In the absence of any such order by the Governor, if after I consult with the town's Department Public Works crew, I feel that the Town offices should not open, be delayed or close early, then I will make that announcement based on the weather or other conditions.

All safety personnel - Police Officers, Police Dispatchers and Public Works employees -- are considered essential employees and will be required to report to work regardless of conditions.

If Town offices are closed or delayed due to an emergency, all employees will be paid their normal compensation during the closure. This time does not count toward any overtime compensation. If town offices are open and you decide not to come to work (e.g. you feel that it is unsafe to come to work, or you have childcare or other obligations that prevent you from coming to work), then you must utilize available accrued comp time, vacation or personal time. If paid leave time is not accrued, then the time off will be unpaid. Please notify your supervisor via email or telephone or voicemail if you decide to use your available paid leave time when the town remains open.