



Policy: Adverse Weather/Hazardous Conditions	Effective Date: 02/09/11
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TOWN OF SUMMERFIELD
Adverse Weather & Hazardous Conditions
Policy

Adopted

February 8, 2011

Effective

February 9, 2011

Town of Summerfield Adverse Weather & Hazardous Conditions Policy

I. Purpose

It is incumbent upon the Town to provide a safe working environment for the staff in addition to protecting the public from unnecessarily dangerous conditions. The purpose of the policy is to standardize procedures for the closure of Town Facilities, cancellation of public meetings, and leave procedures for Town employees in the event of adverse weather.

II. Definitions

1) Town Facilities: All Town properties owned, controlled, or maintained by Summerfield, including but not limited to Town Hall, Community Park, Athletic Park, Armfield Park, and public trails and greenways.

III. Policy

1) Generally, in the event of adverse weather conditions, Town facilities will remain open for the full scheduled working day unless authorization for early closing or other deviation is received from the Town Manager.

2) Critical Staff: At this time, the Town is not responsible for emergency services response; therefore, no positions are considered critical for the safety of the public. An exception is the opening of a Town Emergency Shelter. In that case, the Town Manager or designee is responsible for providing staff support as necessary to the shelter operator.

3) Closure: In the event that the Manager closes Town Hall, all Town facilities are considered to be closed to the public.

a) The Town may provide snow removal service to select Town owned or controlled facilities.

b) During adverse weather, Town facilities, parks and other recreational facilities (i.e. trails and greenways) may be unsafe to the public, therefore, shall be considered closed until conditions improve.

c) At the Town Manager's discretion, select facilities may be closed to protect the public or to protect the facility from damages caused from normally authorized activities (i.e. closure of athletic fields due to rain/snow melt saturation).

4) Staff leave during Adverse Weather Conditions: If the Manager declares a delayed opening, then employees should arrive 30 minutes prior to the opening time. This is to ensure that the facilities are cleared of any weather related obstructions and that the public may enter the facilities in a safe manner. Employees who are having difficulties

reporting to work because of inclement weather shall contact their supervisor or the Town Clerk within one hour of the scheduled reporting time. If an employee determines that it is unsafe to travel, yet the Town Hall is open, they may take the following actions:

- a) Use vacation time,
- b) Use leave without pay,
- c) Work additional hours within the same work week to make up for lost time provided work is available and subject to the approval of their supervisor, and/or
- d) Make arrangements with their supervisor to properly track time worked while at home.

If the Manager declares that Town facilities are closed, then employees are not required to report to work. Employees will be paid for a normal workday and are encouraged to work from home if circumstances allow.

Employees already on approved vacation leave, sick leave, or leave without pay when an official closing is declared will use their vacation, sick, or leave without pay as previously arranged.

5) Meeting Changes: Cancellation or change of venue of town public meetings may be required due to adverse weather conditions. Each decision will be made with consideration of the hazard of driving and access to the facility where the meeting is scheduled to be held.

- a) Town Council meetings may be canceled or moved by the Mayor or the Mayor Pro-Tem.
- b) Zoning Board and Board of Adjustment meetings may be canceled or moved by the Chair or Vice-Chair of the respective board, in consultation with the Town Manager or designee.
- c) Committee meetings may be canceled or moved by the Chair or Vice-Chair or by the Town Manager or designee.

If a meeting is canceled, then the responsible party must attempt to make contact with the Town Manager or designee so that official notice may be posted to the Town website and the Town Meeting Notice Board (weather permitting). If opportunity to notify the public through other media is available, then effort will be made to post information in a timely fashion.

Meetings that are canceled shall be re-scheduled as soon as practical.

If a meeting venue is changed, the responsible party must attempt to contact the Town Manager or designee so that official notice may be posted to the Town website and the Town Meeting notice Board (weather permitting). If opportunity to notify the public through other media is available then effort will be made to post information in a timely fashion.

IV. Notification

- 1) Closures or delays related to adverse conditions will be posted on the Town website as soon as appropriate. For closure or opening delay of Town Hall, every effort will be made to post information to the Town website by 7:00 am.
- 2) Notice of delays, cancelations, and closures may also be posted to various TV media outlets.
- 3) If it is practical for the Town Meeting Notice Board to be updated, then effort will be made to update the board.
- 4) Town Council members shall be notified by email and phone regarding cancelations and changes in location by the Mayor, Town Clerk, or Town Manager.
- 5) Zoning Board and Board of Adjustment members shall be notified by email and phone regarding cancelations and changes in location by the Town Manager, designee, or by the Chair or Vice-Chair.
- 6) Committee members shall be notified by email regarding cancelations and changes in location by the Chair or designee.