



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Cover Sheet

File Number: 19-062

**Agenda Date:** 4/9/2019

**Version:** 1

**Status:** Agenda Ready

**In Control:** Town Council

**File Type:** Order

### I. Council Action Requested.

To approve changes to the Administrative Code Article VII, Section 8, Power Failure/Inclement Weather, which would pay employees for the time they would have otherwise worked and not require their use of sick/vacation time.

### II. Basis for Council Action.

Council approval of this item is required because;

- a. Article III, Section 2(A)(10) of the Charter requires the Town Manager to "prepare an Administrative Code, submit it to the Council and be responsible for its administration after adoption by the Council,"

### III. Issue Summary.

Please see the attached memo from HR Director Phyllis Moss for the proposed replacement language.