

Town of Windham

OFFICE OF THE TOWN MANAGER
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MEMORANDUM

To : Don Gerrish
From : Phyllis Moss *P. Moss*
Date : March 8, 2019
Re : Inclement Weather and Other Closings

There are times when inclement weather and other emergencies (lack of electricity, heat, etc.) can affect the Town's ability to open. Current Town policy requires that employees use sick and/or vacation time to supplement the number of hours which they would have worked in order to be paid for that time. Employees should not have to use their sick and/or vacation for something that they have no control over.

A survey was conducted to determine how this was being handled in other municipalities. Of the nineteen (19) responses, no municipality required employees to use their sick and/or vacation time when the Town made the decision to close.

Therefore, I respectfully request that the Town Council consider making changes to the Town's Administrative Code Article VII, Section 8 to read as follows:

Town offices and departments may occasionally need to be closed during the work day due to weather, public safety, or other reasons. If the Town elects to close early, open late or not open at all, and an employee is available to work, he/she will be paid for those hours.

INCLEMENT WEATHER AND OTHER CLOSINGS

MUNICIPALITY

PAID FOR TOWN INITIATED CLOSINGS

Bath	YES
Berwick	YES
Bridgton	YES
Brunswick	YES
Cumberland County	YES
Freeport	YES
Kennebunk	YES
Kittery	YES
Madison	YES
Poland	YES
Old Orchard Beach	YES
Ogunquit	YES
Scarborough	YES
South Portland	YES
Union	YES
Waterville	YES
Westbrook	YES
Winslow	YES
York County	YES
19 RESPONSES	100% YES