



TOWNtalk Message
from the Town Manager

Revised Policy : Adverse Weather

*Please post and/or distribute the Flyer of the TOWNtalk Message from the Town Manager for those employees that do not use email. **Employee Signature Required.*

From: Roger L. Stancil, Town Manager
Subject: Revised Policy: Adverse Weather
Date: Policy Effective November 1, 2013

The revisions made to the policy are to clarify that **in the event of adverse weather, all Town employees are required to make every attempt to safely report to work.**

<i>You may ask...</i>	
<u>What about when it is hard for me to get to work because of the adverse weather?</u>	Residents rely on us to provide the services they need for their safety and well-being in times of adverse weather. While these conditions often affect us as well, providing certain public services to our residents is not only essential but also appreciated as it is a true representation of our dedication to our community even if it may be difficult.
<u>I don't have a job that addresses how we manage adverse weather. Am I still needed at work?</u>	Yes. Although we hold different roles within our organization, our Town value of Equity highlights the importance of working toward the common goal of serving the Town, its residents, and its customers. Office support during adverse weather is just as important as assisting out in the field especially when the volume of employees tending to the field operations increases.
<u>What if I can't make it to work safely?</u>	Let your supervisor know immediately and try to come in if/when you are able. If you can't make it in due to the adverse weather, you can use accrued holiday, vacation, and compensatory time for those hours.