

Office of the Ayer Board of Selectmen
Office of the Ayer Town Administrator



Town of Ayer | Ayer Town Hall | 1 Main Street | Ayer, MA 01432 | 978-772-8220 | Fax 978-772-3017 | www.ayer.ma.us

MEMORANDUM

DATE: November 3, 2016

TO: All Ayer Town Hall Employees

FROM: Robert A. Pontbriand, Town Administrator

A handwritten signature in blue ink that reads "R.A.P." with a horizontal line underneath.

SUBJECT: Town Hall Closing Procedures in the Event of a Winter Storm

Dear All Town Hall Employees:

The following will serve as the policy regarding how the closing of Town Hall will be determined during a winter storm for all employees who work in Town Hall.

- The Town Administrator will determine if storm conditions warrant a delay or closure of Town Hall.
- In the event of an official declared "State of Emergency" by the Governor (and/or similar Federal Declaration) the Town Hall will be closed.
- Town Hall Employees are required to obtain info regarding delays or closure of Town Hall by calling my number (978) 772-8210 after 7:00am. At which time you will hear a message from me indicating whether storm conditions warrant a delay or closure of Town Hall. Every effort will also be made to post any closures and/or delays on the Town's website and social media.
- In instances of delays or closures of Town Hall, all public safety employees (DPW, Fire, and Police) are still required to report to their respective positions and should contact their respective Chief or DPW Superintendent with any questions.
- A closure or delayed opening (the duration of the delay) of Town Hall by the Town Administrator shall be documented as an "Administrative Absence" which is not charged against the employees. Employees who choose to come into work regardless of the declared closure or delay do so at their own choosing and will not be awarded compensated time or other leave time.
- In instances where employees do not report to work when Town Hall is open or after a delay; said employees will have such time count against their accrued vacation and/or personal leave time.
- If employees have a scheduled vacation or personal day which occurs on a storm day in which a closure or delay is declared by the Town Administrator, they will still be charged the appropriate time (vacation or personal) as the employee was not going to have to report to Town Hall due to a planned vacation and/or personal day.
- If a Town Hall closure or delay is called on a day in which an employee is not normally scheduled to work than that employee will not be credited "Administrative Absence" time.

If you have any questions or concerns, please do not hesitate to contact me. Thank you.

Cc: Ayer Board of Selectmen