



Legislation Details (With Text)

File #: 23-1956 **Version:** 1 **Name:**
Type: Policy-Procedure **Status:** Passed
File created: 8/9/2023 **In control:** Town Council
On agenda: 9/27/2023 **Final action:** 9/13/2023
Title: MOTION to adopt the following amendment to the Employee Handbook approved on April 26, 2023:

· Page 17: Special Storm & Emergency Procedures (Paragraph 5):

“When the Town is closed, all employees designated as essential personnel are to report to work as scheduled, or in the case of an early closing, the Department Head or Supervisor may require essential personnel to stay. Essential personnel are defined as:

- Dispatch
- Highway/Public Works/Maintenance
- Police
- Fire”.

Attachments: 1. Employee Handbook-2023-03.pdf

Date	Ver.	Action By	Action	Result
9/13/2023	1	Town Council	Approved and so declared	Pass
8/23/2023	1	Administration Committee	Recommended for Approval	

POLICY-PROCEDURE

Motion/Request:

MOTION to adopt the following amendment to the Employee Handbook approved on April 26, 2023:

- Page 17: Special Storm & Emergency Procedures (Paragraph 5):

“When the Town is closed, all employees designated as essential personnel are to report to work as scheduled, or in the case of an early closing, the Department Head or Supervisor may require essential personnel to stay. Essential personnel are defined as:

- ***Dispatch***
- *Highway/Public Works/Maintenance*
- *Police*
- *Fire”.*

Background:

Dispatch services have historically been treated as essential personnel.

Department Comment/Recommendation:

The Human Resources Department recommends the following amendment to the Employee Handbook that was finalized in April 2023:

Special Storm & Emergency Procedures on page 17

When the Town is closed, all employees designated as essential personnel are to report to work as scheduled, or in the case of an early closing, the Department Head or Supervisor may require essential personnel to stay. Essential personnel are defined as:

- *Dispatch*
- Highway/Public Works/Maintenance
- Police
- Fire

Mayor Comment/Recommendation:

Historically, Dispatch has fallen under the Police subheading. This clarifies Dispatch as essential personnel for Special Storm & Emergency Procedures. I support this action.

Body:

(type text here)