



## Legislation Text

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File #: 23-1956, Version: 1

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### 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)