



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

## Legislation Details

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**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	