

# Memo

To: All Departments and Employees  
From: Janice C. Conlin, Town Administrator  
Date:  
Re: Closing due to Snow, Unsafe Roads or Other Emergencies  
**Cc:** Board of Selectmen

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1. If the Town Administrator, after consultation with the DPW Superintendent, determines that non-essential employees should not report to work during a severe weather situation or other emergency, a message to this effect will be left on the Town House voice mail. Anyone may check this message by dialing 508-485-0710, **and selecting #8 for Special Announcements.** Employees who decide it is unsafe for them to report to work should leave a message on the Town house voice mail, or with their supervisor. Those who choose not to report to work will be required to use vacation or personal time, or should make arrangements to make up this time.
2. Only the Board of Selectmen or its designee has the authority to decide that weather conditions or other situations are unsafe for non-essential employees in collective bargaining groups to report to work. No other elected or appointed official has that authority. (The Board of Selectmen has designated the Town Administrator as its designee).
3. Essential employees that are required to report to work in inclement weather or during other situations are not eligible for compensating time or additional pay. It is understood that working under these conditions is part of their job and they are paid accordingly. The appropriate board and/or the department head determines who is essential and must report to work.
4. If the Governor has called a State of Emergency, this applies to state employees and not to municipalities or private industry. The Board of Selectmen can only call a State of Emergency for the Town of Southborough.