

The purpose of this policy is to set forth the guidelines to be followed in the event that snow, other weather related events, or emergency situations cause the closing or limited staffing of Town of Milton departments. This policy applies to non-exempt and non-essential employees, regardless of location. It does not apply to essential personnel, which includes police officers and public works personnel. The Town of Milton will keep its offices open during regularly scheduled hours unless a weather event necessitates the curtailment of all but essential services. The Town Administrator will make all decisions concerning the closing or delays of Town offices, after consulting with the Mayor or Vice-Mayor.

It is the policy of the Town of Milton to compensate employees when the municipal building is closed due to snow or other weather related events. The Town will compensate non-exempt and non-essential employees at the rate of time and one-half their regular rate of pay, if required to stay at work or report to work after the municipal building in which they work has been closed, regardless of the number of hours worked that week.

If a snow, other weather-related event, or emergency which begins before or during morning commute hours employees should take reasonable amount of time necessary to arrive at work safely. Employees who prefer to use accumulated leave in lieu of reporting to work should be allowed to do so. In situations of extreme weather, at the sole discretion of the Town Administrator, employees may use up to one extra hour in the morning beyond their normal start time to ensure a safe arrival at work, without loss of pay. Unless the municipal building is closed by the Town Administrator, employees who do not report to work at all must use their own accumulated leave for the day. The employee must contact their immediate supervisor. An employee who calls out sick during inclement weather may be required, at the discretion of the Town Administrator, to provide a doctor's note to substantiate charging the absence to sick leave. An employee who fails to bring in the required doctors note when requested to do so shall have the time reported as leave without pay.

In the event that a decision is made by the Town Administrator not to open the municipal building, or schedule a late opening, employees will be notified by their supervisor as soon as possible prior to the start of their work day. Appropriate notification may also be made on WBOC. Employees will be compensated for their regular scheduled work hours for the period that the municipal building in which they work is closed, unless the employee was scheduled to be on vacation, sick or other leave for that period. Essential employees are compensated at their regular hourly rate of pay, plus equal time off for their scheduled shift. If they are required to work additional shifts or hours in excess of the normal work schedule, they are compensated according to existing rules governing overtime, as set forth in the Fair Labor Standards Act. Vacation and sick leave will not prevent an employee from receiving overtime when within the payroll period inclement weather occurs. Essentials employees are exempt from having to remain on scheduled leave status (vacation, sick, etc.)

Factors to be considered in determining whether to close shall include, but not limited to weather advisories issued by the National Weather Service, actual weather conditions within the Town of Milton and surrounding areas, State of Delaware delays or closings and Sussex County announced delays or closings.

The Town Administrator may make reasonable changes in this policy based on weather and/or emergency conditions or needs of the Town.