

**TOWN OF LOCKEPORT  
POLICY STATEMENT**

**Policy #GG-012**

**STORM DAYS**

**Effective Date:  
July 11, 2011**

**Revision Date:  
March 7, 2024**

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**PURPOSE**

It is the Town of Lockeport's intent to ensure essential Town services are provided wherever and whenever reasonably possible during winter storm conditions without jeopardizing the safety of Town employees. The purpose of the Storm Day Policy is to establish a standard procedure for absences due to severe weather conditions.

**OBJECTIVES**

The objectives of the Storm Day Policy are to:

- (a) Establish guidelines for determining how employee absences due to severe weather conditions will be handled;
- (b) Identify who has the responsibility for decisions regarding the shut down of Town operations and employee absences.

**POLICY**

The decision to close or delay Town services due to severe weather conditions will be the responsibility of the Clerk/Treasurer after consultation with proper weather and road authorities, and discussion with the Mayor. If the decision is made to close Town services, the employees will be considered as having performed a full day's work.

In the event of a closure, except for the Public Works staff, no Employees are to be in any Town owned facilities if the Town Office is closed due to bad weather and dangerous road conditions.

If the Clerk/Treasurer has delayed the opening of Town services, and if the storm conditions improve, the Clerk/Treasurer may open services. It is the responsibility of the employee to contact the department head to make appropriate arrangements to report to work.

In some instances, employees must use personal judgement for their traveling safety in severe weather conditions which may prevent them from being at work or may cause them to leave work early. When an employee is absent from work due to inclement weather, the employee's supervisor or Department Head may, at his or her discretion, allow the employee to be paid for that time.

This Policy will not affect vacation time, personal leave or sick leave taken if an employee is on scheduled vacation, personal leave or sick leave.

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Town Clerk/Treasurer's Annotation For Official Policy Book

Date of Notice to Council Members

Of Intent to Consider (7 days minimum): April 6, 2011

Date of Passage of Current Policy: July 11, 2011

I certify that this Policy was adopted by Council as indicated above.



Town Clerk/Treasurer

July 12, 2011

Date

March 7, 2024  
Revision Date