



SANDY RIVER PLANTATION
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INCLEMENT WEATHER POLICY

I. Purpose:

The purpose of this policy is to ensure the safety and well-being of all employees and community members during inclement weather events. It provides guidelines for handling closures, delays, and operations during severe weather, ensuring consistency and clear communication. While the Plantation's operations are generally not affected by environmental factors like inclement weather, this policy will serve as a guide during severe weather events.

II. Scope:

This policy applies to all employees, officials, and departments within Sandy River Plantation when dealing with inclement weather and its impact on operations.

III. Policy Guidelines:

1. Weather-Related Closures or Delays:

- In the event of inclement weather, municipal offices and services *may* be delayed or closed. Closures or delays will be determined based on road conditions, weather forecasts, and employee safety.
- Inclement Weather Determination: The decision to close or delay operations will take into consideration the closure of state offices, local school district closures, and any advisories from emergency management agencies (MEMA) or the National Weather Service
- Authorized Personnel: The Board of Assessors or the designated municipal official will make the final decision regarding closures, delays, or early dismissals.
- Notification of Closure/Delay: If a closure or delay is determined necessary, employees will be notified via email, phone, or text message. Notices will also be posted on the official Sandy River Plantation website and social media platforms. Additionally, local media outlets may be informed as necessary.

2. Employee Attendance:

- Non-Essential Employees: If municipal offices are closed due to inclement weather, non-essential employees should stay home. If remote work is feasible for the employees' duties, they may be asked to work from home. The First Assessor or other designated municipal official (hereafter referred to as "supervisor") will determine on a case-by-case basis whether remote work is an option during inclement weather. If remote work is not possible, employees are not required to report to work and should remain at home during the closure.

- Late Arrivals: Employees unable to report to work on time due to weather conditions should notify their supervisor as soon as possible. Late arrivals will not be penalized, but should make every reasonable effort to get to work safely.
3. **Remote Work:**
- Employees working remotely should maintain normal working hours unless otherwise agreed upon with their supervisor.
4. **Safety First:**
- Employee and public safety is the primary concern during inclement weather. Employees are encouraged to use their judgment when deciding whether to travel in hazardous conditions. If an employee feels unsafe traveling to work, they should contact their supervisor immediately.
 - Road Conditions: Employees should check local road conditions and weather alerts before commuting. If road conditions are unsafe, employees should use caution and seek alternate transportation if possible.
5. **Leave and Compensation:**
- Employees will be paid for their regularly scheduled hours at their regular rate of pay during inclement weather events that lead to early closures. Part-time employees who are notified of the closure before the start of their scheduled shift may adjust their schedule to work on a different day. Employees will not be penalized for weather-related circumstances, regardless of their ability to work remotely.
6. **Communication During Inclement Weather:**
- Employees should regularly check their work email and other communication platforms for updates regarding weather-related closures or delays.
 - Supervisors should maintain open communication channels to assist employees with any questions or concerns during inclement weather.
7. **Policy Review:**
- This inclement weather policy will be reviewed annually within 60 days of the start of the new fiscal year to ensure it continues to meet the needs of Sandy River Plantation and remains in compliance with any changes in laws or regulations.

IV. Effective Date:

This policy is effective as of **3/25/2025** and shall remain in effect until amended or repealed by the governing authority.