



TOWN OF BRENTWOOD  
RESOLUTION NUMBER: 2014-01

A RESOLUTION REGARDING INCLEMENT WEATHER POLICY  
FOR TOWN EMPLOYEES

WHEREAS there is no explicit guidance on the work schedules or leave policies that are to be affected by inclement weather; and

WHEREAS the Mayor and Council have expressed a vested interest in assuring the continuity of Town services during inclement weather, while ensuring the safety and well-being of Town employees during inclement weather; and

WHEREAS the Mayor and Council seek to provide explicit policy guidance regarding inclement weather and its affect on Town employees and services;

BE IT FURTHER RESOLVED the Mayor and Council of the Town of Brentwood adopts the following policy with regard to inclement weather which shall read as follows:

Inclement Weather Policy

1. The Town of Brentwood will make every effort to maintain normal work hours even during inclement weather. Inclement weather includes snowstorm, ice storm, hurricane, tornado, flooding or any unforeseen acts of nature.
2. All Town Employees are expected, making every reasonable effort consistent with personal safety, to report to work and perform their duties during their normal working hours.
3. The Mayor, with concurrence of the Council, may deviate from the Prince George's County inclement weather operating procedures as necessary. Notice will be provided by 6:30am of closures and delayed openings
4. The Town Administrator or Town Clerk shall notify residents and affected employees of any delayed opening and/or closure via the Town's website and thru electronic dissemination.
5. Affected Employees--All Town employees are subject to the provisions of this policy with the exception of those delivering emergency snow removal services or those performing essential and / or emergency services. Such employees, because of the nature of their jobs, shall be expected to continue working and shall receive normal compensation. In the event of a closure due to inclement weather, all full-time employees able to do so because of the nature of their work, will be given tele-work option at the discretion of the Mayor and Town Administrator
6. All employees who are unable to report to work should call their department supervisor or the Town Administrator and report their absence or their absence will be considered an unexcused absence.
7. In the event of a closure due to inclement weather, the Town will pay employees at the normal rate for the period involved. However, employees whose scheduled leave falls on, take sick leave, or have arranged for authorized annual leave on a day that the office is closed (whether for the full day or partial day) will be paid or credited according to the type of leave taken. Time absent from work during inclement weather shall not be counted as hours worked when computing weekly overtime.
8. During inclement weather, employees unable to report for scheduled work will be charged time off to their

annual leave account. If no annual leave is available, the employee will not be paid for the day.

9. Failure to comply with this Policy may result in appropriate disciplinary measures, up to and including dismissal.

**EFFECTIVE DATE:** This Resolution shall become effective immediately upon its passage.

**REVISED AND ADOPTED** this 10<sup>th</sup> day of February, 2014.

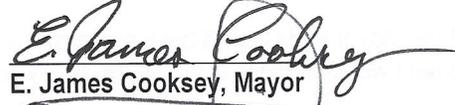
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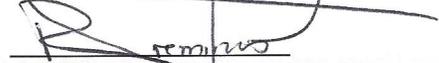
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Melora Anderson, Town Clerk

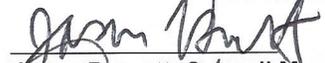
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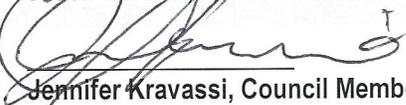
  
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Brian Holland, Town Administrator

**Mayor and Town Council:**

  
E. James Cooksey, Mayor

  
Rocio Treminio-Lopez, Vice Mayor

  
Jason Barnett, Council Member

  
Jennifer Kravassi, Council Member

  
Jennifer Murphy, Council Member

