

DEPARTMENT OF ADMINISTRATION

Bureau of Human Resources

March 5, 1991

CORRECTION TO CIVIL SERVICE BULLETIN 11.10C

TO: All Agency/Department Heads/Personnel Officers

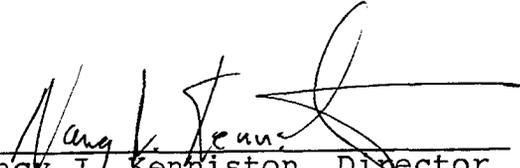
SUBJECT: Emergency Work Cancellation or Delay or Early Release

Effective February 27, 1991, Civil Service Bulletin 11.10C is corrected by adding the following policy statement to the end of Part I, paragraph A:

I. POLICY

A. Normal Workday (7:30 a.m. to 5:00 p.m., Monday - Friday)

If a normal workday is cancelled, delayed or ended early because of storm or emergency conditions, employees who had received prior approval to use accrued leave credits or who had received prior approval for another type of leave, paid or unpaid, shall have their full absences charged as originally approved.



Nancy J. Kenniston, Director
BUREAU OF HUMAN RESOURCES

DEPARTMENT OF ADMINISTRATION

Bureau of Human Resources

February 27, 1991

CIVIL SERVICE BULLETIN 11.10C

TO: All Agency/Department Heads/Personnel Officers

SUBJECT: Emergency Work Cancellation or Delay or Early Release

I. POLICY

A. Normal Workday (7:30 a.m. to 5:00 p.m., Monday - Friday)

When severe weather or other emergency conditions warrant, the Governor, upon the recommendation of the Commissioner of Administration, may delay or cancel a normal workday or may authorize early release from work on a regional or statewide basis.

Essential services (maintenance of security, heating, communications systems, etc.) and direct-care and custody will be maintained in all instances.

If a normal workday is cancelled, delayed or ended early because of storm or emergency conditions, affected employees shall be provided paid administrative leave for all cancelled hours.

Even though a normal workday may be cancelled or delayed or ended early, some affected employees may be required to report to work or to stay at work beyond an announced release time to perform essential services or office business. Such employees who are required to report to work or remain at work shall be credited with compensatory time off for all hours worked that are treated as administrative leave for employees who are not required to report or remain at work.

Affected employees who are required to work beyond their normal workday as the result of this policy shall receive pay or compensatory time off, but not both, in accordance with the provisions of collective bargaining agreements and Civil Service Rules.

Employees at work may request to use accrued leave credits in order to leave work early because of storm or emergency conditions. An employee who has been authorized leave for this reason will not be eligible for administrative leave should the workday be cancelled after leave has been approved.

Employees who are unable to report to work as scheduled because of storm or emergency conditions will be charged compensatory time or vacation time or be placed on unpaid leave as appropriate.

Employees who are late in reporting for work as scheduled because of storm or emergency conditions will be treated in accordance with agency policy for lateness.

B. Shift (5:00 p.m. - 7:30 a.m.) Holiday and Weekend Schedules

Decisions with respect to storm or emergency conditions outside of the normal workday will be made by agency heads, and it will be the responsibility of agency heads to determine staffing requirements in order to maintain essential and public services, and to determine whether or not work outside of the normal workday shall be maintained on a full-staff or skeleton crew basis.

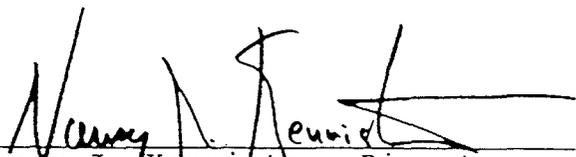
C. Travel Prohibitions

If a municipality or a portion of a municipality should officially close to traffic and this closing prevents employees from reporting to work or staying at work within the closed area, the employees affected should comply with the local prohibition on travel. Each situation of this kind shall be reviewed in order to determine the leave action to be taken.

II. ADMINISTRATION

Internal procedures for the administration of this policy shall be developed and implemented by the Commissioner of Administration. A copy of these procedures is attached to this Civil Service Bulletin.

This bulletin supersedes Personnel Bulletin 11.10 issued on December 14, 1982, 11.10A issued on February 8, 1983, and 11.10B revised on December 8, 1987.


Nancy J. Kenniston, Director
BUREAU OF HUMAN RESOURCES

Attachment

John R. McKernan, Jr.
Governor



Mary

H. Sawin Millett, Jr.
Commissioner

Dale F. Dougherty
Deputy Commissioner

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
Telephone (207) 624-7800

M E M O R A N D U M

TO: COMMISSIONERS and AGENCY HEADS
FROM: H. Sawin Millett, Jr., Commissioner
Department of Administrative & Financial Services
DATE: November 29, 1993
SUBJ: Snow Storm Policy - Effective November 24, 1993

Civil Service Bulletin 11.10C, regarding Emergency Work Cancellation or Delay or Early Release provides the basis for the state's policy on these issues. (Copy attached)

In order to effectively and fairly administer the policy objectives of 11.10C, the following procedures are established.

1. State Storm Policy Administration Early Release and Work Cancellation Internal Procedures. Internal Procedures dated November 1, 1992, are hereby adopted to govern the administration of the storm policy. Work cancellation or early release is authorized only with the approval of the Governor's Office and through the Commissioner of the Department of Administrative & Financial Services or designee. (Copy attached)
 - a. When evaluating storm conditions and determining the need for administrative leave, the Commissioner of the Department of Administrative & Financial Services will recognize the significant differences in weather and road conditions throughout the state.
 - b. The Commissioner of the Department of Administrative & Financial Services will evaluate the impact of storm conditions and recommend cancellation or early release based on worksite location regions which reflect employment density and general weather patterns. Locations will be designated within the Internal Procedures.
 - c. A glossary of terms will be provided as part of the Internal Procedures to serve as a common language among agencies for evaluating road and weather conditions. (Copy attached)

HSM:sjd

Attachments

**STATE STORM POLICY ADMINISTRATION
EARLY RELEASE AND WORK CANCELLATION
(Implementing Personnel Bulletin 11.10C)**

INTERNAL PROCEDURES

A. 7:30 A.M. to 5:00 P.M. -- Early Release

The Director of Maintenance and Operations, D.O.T. or his designee, will advise the Commissioner of the Department of Administrative & Financial Services or a designee of current and projected weather, road, visibility, or other conditions which might significantly affect the driving safety of state employees.

In addition, the Commissioner of the Department of Administrative & Financial Services will request that agencies with regional offices funnel weather information and requests through that agency's headquarters office and will incorporate the recommendations of the Commissioner or agency director evaluating that information into the decision process.

The Commissioner of the Department of Administrative & Financial Services then will utilize D.O.T. information and recommendations, along with any additional information available from the Department of Public Safety, the Maine Emergency Management Agency, and other state agencies with regional office locations to determine safety conditions on a regional basis around the state. When warranted, the Commissioner of the Department of Administrative & Financial Services will recommend early release of employees in an affected region to the Governor's Office.

When the Governor's Office determines that early release is appropriate, the Commissioner of the Department of Administrative & Financial Services will direct the Bureau of Human Resources to notify all affected appointing authorities who shall, in turn, arrange for the release of the employees specified in the notification. A written summary of the actions taken by the Bureau of Human Resources will be provided to the Director of the Bureau of Employee Relations to document the process.

Please ask employees not to call the Governor's Office or the Department of Administrative & Financial Services for information on release. Such calls tie up the telephone and delay notice of release time.

B. 5:00 P.M. to 7:30 A.M., Weekends, and Holidays

Appointing authorities have the general responsibility to determine staffing requirements for regional or institutional facilities outside the normal workday. This includes a determination as to the need for a full staff or a skeleton crew during storm events. This responsibility may be delegated where appropriate.

C. Delay or Cancellation of the Regular Workday

(A delay or cancellation should be announced before 5:30 A.M. if possible.)

The Director of Maintenance and Operations, D.O.T. or his designee, will gather information from Division offices about road and weather conditions within the employee work regions defined in this policy. When conditions warrant, the Director will advise the Commissioner of the Department of Administrative & Financial Services or a designee that delay or cancellation should be considered.

In addition, the Commissioner of the Department of Administrative & Financial Services will request that agencies with regional offices funnel weather information and requests through that agency's headquarters office and will incorporate the recommendations of the Commissioner or agency director evaluating that information into the decision process.

If work delay or cancellation is required, the Commissioner of the Department of Administrative & Financial Services shall provide for notification to affected work areas through direct contact with radio stations or, when appropriate, through the Maine Emergency Management Agency.

Announcements regarding regular workday delays or cancellations should be made by identified work region or, if appropriate, by County. The announcement should note that essential service staff such as security, communications, direct care, and custody personnel should report to work if possible or call their offices. A written summary of the process and the announcements should be sent to the Director of the Bureau of Employee Relations to document actions taken.

When early release has been authorized on less than a statewide basis, each central agency shall assign sufficient staff to stay until the end of the normal workday (or as long as necessary) to relay subsequent early release information to branch offices in areas not released previously.

D. General Information on Conditions

The D.O.T. Radio Room can provide a detailed road condition and weather update (287-3427). The Director of Maintenance and Operations is available to discuss road and storm conditions. D.O.T. personnel can be reached through the radio room.

E. Considerations for Early Release, Work Delay, or Work Release Decisions by the Commissioner of the Department of Administrative & Financial Services.

- Conditions are general and affect all employees within a region.
- Conditions represent a severe hazard beyond those that a prudent person with normal driving skills can negotiate. A descriptive glossary for use by all decision makers is appended to this policy.
- Whether road conditions may or may not improve as the day progresses.
- Whether road crews in a region will be able to maintain roads in a reasonable condition in spite of the storm.
- Whether normal release procedures would seriously impact urban area roads and add to hazardous situations.

Whether storm conditions represent a particular hazard during a normal release which would require employees to drive during hours of darkness.

- Specific information about the storm itself, including:
 - rate of snowfall
 - moisture content of snowfall
 - wind limiting visibility or causing drifts
 - sleet or freezing rain
 - temperature
- Announcements by public safety officials recommending that businesses and public facilities close down should be documented and evaluated fully.

NOTE: There may be conditions where employees should be encouraged to remain at work until there is improvement.

F. Glossary

G. Contact List

MAINE DEPARTMENT OF TRANSPORTATION

WINTER WEATHER DEFINITIONS

DECEMBER, 1988

FREEZING RAIN: RAIN IS FALLING ONTO THE PAVEMENT AND FREEZING, BUT AT A RATE
OR THAT NORMAL SANDING AND DE-ICING EFFORTS ARE ABLE TO KEEP
DRIZZLE: TRAFFIC MOVING, BUT AT REDUCED SPEEDS.

SEVERE FREEZING RAIN: RAIN IS FALLING ONTO THE PAVEMENT AND FREEZING, WASHING
OFF OR COVERING SAND APPLICATIONS. UNDER THIS STORM CONDITION,
TRAFFIC MOVEMENT CANNOT BE MAINTAINED.

SNOW FLURRIES: INTERMITTENT SNOW FALL, MAY BE HEAVY AT TIMES REDUCING VISIBIL-
ITY.

SEVERE SNOW STORM: IN EXCESS OF 8 INCHES OF SNOW IN A 12 HOUR PERIOD, WITH
PERIODS OF INTENSE SNOW FALL WHEN ACCUMULATIONS EXCEED THE RATE
OF APPROXIMATELY AN INCH PER HOUR FOR SEVERAL HOURS. WINDS
BETWEEN 20 AND 35 M.P.H. ACCOMPANYING ANY SNOW STORM, CAUSING
VERY LIMITED VISIBILITY, MAY UPGRADE THE SEVERITY OF A NORMAL
SNOW STORM EVEN THOUGH THE SNOW FALL RATE MAY NOT BE AT THE INCH
PER HOUR, USED AS THE BREAK BETWEEN NORMAL AND SEVERE.

BLIZZARD: A SEVERE SNOW STORM WITH WINDS 35 M.P.H. AND UP FOR A PERIOD OF
AT LEAST SEVERAL HOURS. TEMPERATURES IN THE TEENS OR BELOW ARE
USUALLY ASSOCIATED WITH BLIZZARD CONDITIONS, AS IS NEAR ZERO
VISIBILITY IN EXPOSED TERRAIN.

DRIFTING SNOW: DEFINES A CONDITION WHERE STRONG WINDS ARE BLOWING FALLING OR
LOOSE SNOW ON THE GROUND INTO SIGNIFICANT DRIFTS ACROSS
HIGHWAYS. LIMITED VISIBILITY.

SEVERE DRIFTING SNOW: DEFINED AS ABOVE BUT TO THE EXTENT THAT THE DRIFTS ARE
OR HAVE THE POTENTIAL OF BLOCKING ROADS IN EXPOSED AREAS.
SEVERELY LIMITED VISIBILITY.

REF: SNOW

10911 200/08

STATE EMPLOYEE
WORK SITE DENSITY
LOCATIONS

<u>LOCATION #</u>	<u>WORK SITE LOCATIONS INCLUDED</u>
1	Fort Kent
2	Presque Isle/Caribou/Ft. Fairfield
3	Houlton
4	Millinocket
5	Calais
6	Machias/Bucks Harbor
7	Ellsworth
8	Bangor/Brewer/Orono/Dover-Foxcroft
9	Rockland/Thomaston/Boothbay/Belfast
10	Bath/Brunswick/Boothbay
11	Augusta/Gardiner/Farmingdale/Hallowell
12	Waterville/Fairfield/Skowhegan
13	Lewiston/Auburn
14	Rumford/Mexico/Wilton/Farmington
15	Portland/So. Portland/Windham
16	Biddeford/Kittery/Alfred/Sanford

Individual agencies should determine the appropriate Location # assignment for employees in offices or stations outside the regions designated above. That assignment could be based on geographical or functional criteria.

STORM POLICY CONTACTS
STAFF, PHONE NUMBERS AND BACKUP

<u>D.O.T.</u>	<u>OFFICE</u>	<u>HOME</u>
1. John Dority	287-2661	622-6911
2. Alden Small	287-2551	377-8260

DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES

1. Dale Doughty	624-7802	778-2068
2. Edward Karass	287-4523	549-7182
3. Nancy Kenniston	287-4459	622-5745
4. Ken Walo	287-4447	878-8348

GOVERNOR'S OFFICE

1. Sharon Miller	287-3531	799-8209
2. John Devine	287-3531	729-6189

MAINE EMERGENCY MANAGEMENT AGENCY

MEMA Duty Officer Schedule through December 27th attached. New schedule will be sent each quarter.

DEPARTMENT OF HUMAN SERVICES

1. Rudy Naples	287-1921	846-5322
2. David Winslow	287-2546	622-9818
3. Robert Nadeau	774-4581	284-7046
4. Doris Bergeron	774-4581	282-6849
5. Robert Collin	795-4433	833-5162
(Lew/Aub., Mex., Farm., So. Paris)		
6. Ellis McKeen	624-8008	395-4620
(Aug., Skow., Rock., Bel., Bath)		
7. Richard McLaughlin	947-0511	732-4232
(Bgr., Ells., Mach., Cal., Dover, Linc.)		
8. Janice Peabody	532-5003	532-6639
(Houl., Caribou, Ft. Kent)		

Nancy



DEPARTMENT OF ADMINISTRATION

Office of the Commissioner

MEMORANDUM

State House Station 74
Augusta, Maine 04333

Tel: (207) 289-4505

TO: COMMISSIONERS and AGENCY DIRECTORS

FROM: Dale F. Doughty, Acting Commissioner
Department of Administration

Dale F. Doughty

DATE: February 21, 1991

SUBJ: Snow Storm Policy - Effective February 21, 1991

Civil Service Bulletin 11.10C, regarding Emergency Work Cancellation or Delay or Early Release provides the basis for the State's policy on these issues. (See attached)

In order to effectively and fairly administer the policy objectives of 11.10C, the following procedures are established.

1. State Storm Policy Administration Early Release and Work Cancellation Internal Procedures. Internal Procedures dated February 21, 1991, are hereby adopted to govern the administration of the storm policy. Work cancellation or early release is authorized only with the approval of the Governor's Office and through the Commissioner of Administration or a designee. (Copy attached)
 - a. When evaluating storm conditions and determining the need for administrative leave, the Commissioner of the Department of Administration will recognize the significant differences in weather and road conditions throughout the state.
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Page Three
Internal Procedures
Storm Policy

- Whether road crews in a region will be able to maintain roads in a reasonable condition in spite of the storm.
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2. Dick Scofield	289-2661	549-5297
3. Alden Small	289-2551	377-8260

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2. Tom Skinner	289-3531	761-2180

MAINE EMERGENCY MANAGEMENT AGENCY

1. David Brown	289-4082	873-3370
2. Robert Malaney	289-4088	622-2053
3. Joe Albert	289-4083	622-4455

DEPARTMENT OF HUMAN SERVICES

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7. Richard McLaughlin (Bgr., Ells., Mach., Cal., Dover, Linc.)	947-0511	732-4232
8. Janice Stillwell (Houl., P.I., Car., Ft. Kent)	532-9531	532-6639 (Unlisted)

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9	Rockland/Thomaston/Boothbay
10	Bath/Brunswick/Boothbay
11	Augusta/Gardiner/Farmingdale
12	Waterville/Fairfield/Skowhegan
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**STATE STORM POLICY ADMINISTRATION
EARLY RELEASE AND WORK CANCELLATION
(Implementing Personnel Bulletin 11.10C)**

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