



**DEPARTMENT OF
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT**

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DVEM Policy and Procedure Statement 17-02

January 26, 2017

TO: All Defense, Veterans and Emergency Management Employees

FROM: Brigadier General Douglas A. Farnham, Commissioner and Adjutant General

SUBJECT: Inclement Weather

1. This policy supersedes DVEM 13-12, dated December 12, 2013, subject as above. It is effective immediately and remains in effect until renewed or rescinded. This policy applies to all DVEM employees, State, Federal, and active duty military. EXCEPT for employees of Maine Military Authority at Loring. The senior manager on duty will be notified and they will determine the effect on Maine Military Authority employees.

2. Work delay, cancellation or early release for inclement weather is authorized only with the approval of the Governor's Office and through the Department of Administrative and Financial Services, Bureau of Human Resources or a designee. The Commissioner/Adjutant General will communicate early release authority when required.

3. Work delay, cancellation or early release will be communicated as follows:

a. Work Delay or Cancellation: Employees will receive notification of a work delay or cancellation through local TV, radio stations and/or websites.

Official notification/information may also be obtained from the official State of Maine website (www.maine.gov). Click on the "Citizen ALERT System" icon or sign up for the text alert service. Alternatively, DVEM employees may call the Joint Operations Center at (207) 626-4429 or 101st Air Refueling Wing Command Post at (207) 404-7788.

Employees should follow guidance provided for STATE employees based on designated work site density locations (Enclosure 1) or directed location (i.e. Kennebec County). Guidance is based on where an employee works and/or where they live.

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EXAMPLE: A delay of 1 hour is broadcasted for State employees in work site density location #15 (Portland/South Portland/Windham). You are a Maine National Guard employee who LIVES in Portland; however, you WORK in Augusta (work site density location #11). This delay does apply to you.

b. Early Work Release: The Early Work Release Roster (Enclosure 2) indicates notification of senior management officials. All other subordinate employees will be notified through their normal supervisory channels.

4. Key and/or Emergency Employees: Pre-designated employees who have been identified as being necessary to continue operations, may be required to perform their duties regardless of the weather conditions. When required, supervisors may also direct an employee to report for and remain on duty if the employee is needed to complete a task or assignment that cannot be delayed. Supervisors will ensure these employees are aware of the requirement to report for duty and to remain at the work site regardless of announcements stating otherwise.

5. Administrative Leave:

a. Work Delay: **State employees, Federal Technicians, AGRs, and others on military duty** in a previously scheduled and approved leave status will continue in such status. **State employees and Federal Technicians** scheduled to work will receive administrative leave for the portion of the regularly scheduled work period that was delayed, **AGRs and others on military duty** will be excused without charge to leave.

b. Work Cancellation: Non-emergency **Federal Technicians** should be excused and placed on administrative leave, whether or not other leave was previously approved. Non-emergency **AGRs and others on military duty** scheduled to work will be excused without charge to leave for the portion of their regularly scheduled work period that was cancelled. **AGRs and others on military duty** in a previously scheduled and approved leave status will continue in such status. **State employees** scheduled to work will receive administrative leave.

c. Early Work Release: Non-emergency **Federal Technicians, AGRs and others on military duty** in a previously scheduled and approved leave status will continue in such status. Non-emergency **Federal Technicians** on duty at the time of dismissal will be excused and placed on administrative leave through the end of their scheduled duty day, even if they were scheduled to take leave later in the day. Non-emergency **AGRs and others on military duty** scheduled to work will be excused without charge to leave for the remainder of their regularly scheduled work period. **State employees** on duty at the time of release may be granted administrative leave for the remainder of their workday.

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d. The State Bureau of Human Resources Office/Office of Employee Relations will notify the payroll offices in writing of the density location, time, and date that the early work release, delay, or cancellation took effect.

6. Employees are encouraged to use their judgment about travel conditions and to utilize their vacation, personal, or comp time to come in late, leave early, or take the day off if they are not comfortable traveling.

7. Employees scheduled to work at home on a telework schedule will continue to work their normal schedule regardless of a work delay, work cancellation or early work release.

8. Questions pertaining to the above for Federal Technicians and AGRs may be directed to the Maine National Guard Human Resources Office at (207) 430-6012. All other DVEM employees contact Mary Jayne Monroe, DVEM State Personnel Specialist, at (207) 623-6736.



Brigadier General Douglas A. Farnham
Commissioner and Adjutant General

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1. Work Site Density Location
2. Early Work Release Notification Roster