



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

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DVEM Policy and Procedure Statement 25-01

February 3, 2025

TO: All Defense, Veterans and Emergency Management Employees

FROM: Brigadier General Diane L. Dunn, Commissioner and Adjutant General

SUBJECT: Inclement Weather

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1. This policy supersedes DVEM 24-03, dated January 3, 2025, 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 It is effective immediately and remains in effect until renewed or rescinded.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.
 2. The purpose of this policy is to ensure the safety and well-being of all employees during inclement weather conditions, such as snow, ice, flooding, or other extreme weather events that may impact commuting or workplace conditions. This policy outlines the procedures for handling such situations and maintaining operations during adverse weather events.
 3. 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.
 4. Employees should plan now for winter storms. On stormy days, be sure to check alerts on maine.gov, sign up for Citizen Alert emails, call the State employee weather announcement line at (207) 624-7546, or tune into Maine news/radio stations for office closure, delayed start, and/or early release notices. As always, if you do not feel safe driving in stormy weather, you may request use of your own leave time from vacation, comp time, or personal leave. Operational needs must be considered in granting leave, but requests will not be unreasonably denied.

5. Guidance for State Employees:

a. In the event of an **ALL-DAY OFFICE CLOSURE** of State Government:

(1) State employees who would have otherwise reported to work – including teleworkers – who are not directed to report to work receive **ADMIN LEAVE** (per the memo sent out after the closure).

(2) State employees required/directed to work on an all-day closure due to the essential services they provide (like 24/7 operations, public safety, etc.) would be eligible for up to 8 hours of comp time for working on an all-day closure (per the memo sent out after the closure).

(3) As a reminder, State employees who are not required/directed to work who decide to work, or employees who worked because they didn't know they didn't have to on an **ALL-DAY CLOSURE**, are not eligible for earning comp time. They would just receive regular pay for any hours worked.

(4) Also, State employees already on a scheduled day off, on leave time such as sick or vacation, or on leave of absence, do not receive any administrative leave for the closure.

b. In the event of a **DELAYED START, EARLY RELEASE**, and/or **POWER OUTAGE AT YOUR HOME**:

(1) State Office employees: As always, if you do not feel safe driving in stormy weather, you may request use of your own leave time from vacation, comp time, or personal leave. Operational needs must be considered in granting leave, but requests will not be unreasonably denied.

(2) State Office employees (with approval / ability to telework): If you are a State office employee who also has approval/ability to telework, make plans with your supervisor on options for an upcoming storm. If travel may be a concern due to a forecasted storm, your supervisor may approve you to telework on the day of the storm. Prepare ahead of time and work with your supervisor on work to be done from home and tasks that may be performed should the storm include power/internet outages (see 'telework employees' guidance below).

(3) State Telework employees: Delayed starts/early releases allow for employees working at State offices to arrive at work or return home safely during inclement weather. A delayed start or early release due to winter weather does not

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impact teleworking employees who are expected to work their regular workday. Sometimes stormy weather includes power outages. Work with your supervisor NOW to understand work options during times of no power/internet:

(a) charge all mobile devices ahead of time for work use to make calls, tend emails, join meetings, etc.;

(b) identify work that can be done without power/internet (Can you pick up/take home work that can be done without power/internet? Can the time be used to make phone calls; plan; prioritize; draft correspondence/responses/reports; review documents or files; mark up documents for editing electronically later; read articles/books for professional growth and development; etc.?);

(c) if work can be performed but you prefer to take off the time without power/internet, request vacation/comp/personal leave, which may be approved based on operational need;

(d) let your supervisor know if you prefer to work at the office while your home is without power;

(e) ask your supervisor if you are able to make up time without power/internet after the power returns.

c. Winter weather expectations for State employees can also be found here: www.maine.gov/bhr/state-employees/winter-weather.

d. Guidance is based on the employee's work site location (i.e. cancellation is for Kennebec County and employee works in Penobscot County the cancellation does not apply even though the employee may live in Kennebec County).

e. Questions pertaining to the above may be directed to Mr. Clint Peebles, Maine Bureau of Human Resources, (207) 458-5500 or clint.peebles@maine.gov.

6. Guidance for Maine National Guard Title 32 Technicians and Title 5 Employees:

a. Work Delay: Federal Technicians, AGRs, and others on military duty in a previously scheduled and approved leave status will continue in such status. 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.

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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.

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.

d. Guidance is based on the employee's work site and residence (i.e. cancellation is for Kennebec County and employee works in Penobscot County the delay/cancellation applies even though the employee may live in Kennebec County).

e. Questions pertaining to the above may be directed to Ms. Esther Varney, Maine National Guard Human Resources Office at (207) 430-6020 or esther.v.varney.civ@army.mil.

7. The safety and well-being of our employees is our priority during inclement weather. Employees are encouraged to use good judgment when deciding whether to commute during severe weather conditions, and to communicate with their supervisors regarding any challenges they face.



Brigadier General Diane L. Dunn
Commissioner and Adjutant General