

Town of Raymond – Storm Closing Policy

Adopted 12/10/2019

It is the general policy of the Town of Raymond for the Town Office and all other municipal offices to remain open for business except during extreme weather events. During an extreme weather event, the Town Office may be closed under the process outlined in this Storm Closing Policy.

The Town Manager is the person charged with making a determination about closing the Town Office. In general, the Town Manager will attempt to make this decision before 6:00am on the morning of a storm. The Town Manager will call the Town Clerk who will begin the process to post the decision on the Town's website, Facebook page, electronic sign, WCSH 6 and WGME 13. Also, employees will receive either a text message or a phone call (for those without the means to text).


All regular and part-time Town Office employees scheduled to work on a day when the Town Office is closed due to storm will receive their regular pay for that day. If the Town Office is closed early or has a delayed start, all regular and part-time Town Office employees will be paid for the hours they were scheduled during the closure. Exceptions to this are when an employee:

- Is out due to a previously scheduled vacation or personal time
- Has called out sick prior to the Town Office being closed
- Chooses to go home prior to the Town Office being closed


In the case of these exceptions the employees will use their accrued time to cover the time off.

Closing the Town Office will be the exception rather than the rule. Except for extreme weather events, the Town Office will remain open. However, if a Town Office employee believes it is unsafe for him/her to drive to work or to remain at work, the Town Manager encourage that person to stay home or go home. This is a permissible reason for not being at work and employees may use accrued time for these instances.

Approved this 10th day of December, 2019 by the Raymond Select Board:



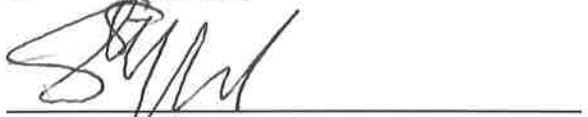
Rolf Olsen, Chair



Marshall Bullock, Vice-Chair



Teresa Sadak, Parliamentarian



Samuel Gifford

Lonnie Taylor