


<p>TOWNSHIP OF VERONA COUNTY OF ESSEX, NEW JERSEY</p>  <p><i>POLICIES AND PROCEDURES</i></p>	Policy Title:	Early Closing and Delayed Opening
	Policy Reference No:	8-7
	Release Date:	17 February 2023
	Approved By:	Joseph D'Arco, Township Manager
	Authority:	§ 36-1 (C)
	Revision History:	1
	No. of Pages:	1
	Applicability:	All Employees

Employees should assume that the Township offices will be open for work on all scheduled business days. In the event of unsafe conditions, the Township Manager may close non-essential operations earlier than the normal working hours. If unsafe conditions exist prior to scheduled openings, the Township Manager may decide to close offices or delay openings for non-essential functions. All supervisors will have a system in place to notify employees of late openings and closings. Supervisors are responsible for contacting their employees to relay the notification and to give proper instructions to the employees as to duration and which services are to remain active.

If the employee chooses not to report to work when the offices are open, non-exempt employees will not receive pay for the day or may be allowed to use an accrued personal or vacation day. Exempt employees will be charged accrued personal or vacation time.

If the Township is closed for the day, employees in non-essential jobs will be paid their regular pay for that day. These hours will be considered as time worked for the purpose of overtime calculations. If the employee was scheduled for a holiday, personal, sick or vacation day and work is called off for the day due to unsafe conditions, the employee will not be charged with having taken said day.

Employees working in essential jobs, such as police officers, employees in the Department of Public Works or any personnel who may be required to assist in an emergency, shall be required to work and shall be subject to discipline if they do not come to work on a day where there is an emergency closing. In such situations, essential employees will not be given extra time off or additional compensation for working except where otherwise required by their collective negotiations agreement.

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Revision No.	Revision Date	Nature of Revision	Approved By
1	17-Feb-23	Changed approver from Cavallo to D'Arco	JD