

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

33 State House Station
Camp Keyes, Augusta, Maine 04333-0033

Inter-Departmental Memorandum

Date: 05 February 2011

TO: All Defense, Veterans & Emergency Management Employees

FROM: Major General John W. Libby, Commissioner

SUBJECT: DVEM Policy 11-01, Inclement Weather

1. This memorandum supersedes DVEM policy memorandum 09-04, dated October 24, 2008, subject as above. Unless sooner rescinded or superseded, this policy will expire 04 February, 2013. This policy applies to all DVEM employees 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 Adjutant General/Commissioner 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 and/or radio stations.

DVEM employees may call The Military Operations Center at 626-4429, Camp Keyes, Augusta, ME between the hours of 0700-2300. Information may also be obtained from The State Home Page (www.maine.gov). Click on the "Citizen ALERT System" icon.

All DVEM employees should listen for and follow guidance provided for STATE employees based on designated work site density locations (Encl 1). Guidance is based on where an employee works **and/or** where they live.

EXAMPLE: A delay of 1 hour is broadcasted for State employees in work site density location #15 (Portland/So. 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: Employees will be notified through normal supervisory channels as outlined in the Early Work Release Notification Roster (Encl 2).

4. Key and/or Emergency Employees: Predesignated 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.

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

6. Questions pertaining to the above may be directed The Human Resources Office at 626-4298 or Mary Jayne Monroe at 623-6736.

2 Enclosures

1. Work Site Density Location

2. Early Work Release Notification Roster

John W. Libby

Major General (RET) MEARNG

Commissioner and The Adjutant General

WORK SITE DENSITY LOCATION

<u>Location #</u>	<u>Work Site Location Included</u>
1	Fort Kent
2	Presque Isle/Caribou/Ft. Fairfield/Loring/Limestone
3	Houlton
4	Millinocket
5	Calais
6	Machias/Bucks Harbor
7	Ellsworth
8	Bangor/Brewer/Orono/Dover-Foxcroft
9	Rockland
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

EARLY WORK RELEASE NOTIFICATION ROSTER

The Commissioner's office will initiate the early work release notification after authority has been received from the Governor's Office. Each subsequent office is responsible for notifying those units/activities indicated

