



**Luke A. Bronin**  
**Mayor**

**POLICY NO:** 017  
**DATE:** February 1, 2018  
**DISTRIBUTION:** Affected Personnel  
**SUBJECT:** Severe Weather and Closure of City Offices

**I. PURPOSE:**

The purpose of this policy is to provide direction in the event there is a closing of the City of Hartford offices due to severe weather.

**II. RESPONSIBILITY:**

It shall be the responsibility of all City personnel to comply with these provisions.

**II. IT IS THE POLICY OF THE CITY OF HARTFORD:**

It is the City's policy to make every effort to remain open for business on scheduled work days. However, severe weather may prevent the City from doing so. In all cases, employee safety is the primary consideration in determining the City's ability to stay open for business. The following procedures will set forth City and employee obligations regarding reporting to work, use of leave, and pay issues when severe weather impacts the City's ability to be open for business.

- i. The City of Hartford will follow the guidance of the Office of the Governor's determination and the Connecticut Department of Emergency Services and Public Protection regarding an early release/delayed opening/full day closing for non-essential employees. However, the Mayor will make the final determination to close City offices. Early release and delayed opening times will be coordinated in consultation with the City's major employers utilizing the Security Communications Access Network (SCAN) group.
- ii. Department Heads are responsible for determining which, if any, of their employees will be required to work in the event of a closure of City offices. All others will be designated as non-essential for purposes of this policy.
- iii. If it is determined that City offices are open, employees are expected to report to work at their regularly scheduled time. Non-essential employees who are absent, late for work, or leave early during a delayed opening or early closing must charge such absence to accumulated vacation leave, personal leave, compensatory time, or leave without pay.

- iv. If it is determined that City offices are closed, employees who were scheduled to work will be paid as a normal work day. If an employee was previously scheduled for a day off during a partial or full-day closing, they will not be compensated for this time.

IV. Communication

- I. Closure of City offices will be announced as follows:
  - i. Email to all City employees via the City's email group distribution
  - ii. Press release
  - iii. City website announcement to residents
  - iv. Everbridge communication
  - v. Local television and radio stations