

**TO:** Hamburg Township Board

**FROM:** Tony Randazzo, Director of Technical & Utility Services

**DATE:** November, 13, 2025

**AGENDA ITEM TOPIC:** APPM Edit 3.16

Number of Supporting Documents: **01**

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***Current:***

3.16 Adverse Weather Policy

Hamburg Township regular business hours are Monday through Thursday from 7:30 a.m. to 5:30 p.m. Should severe weather (snow and/or ice) arise during regular business hours, the Supervisor, or the Clerk in the absence of the Supervisor, will determine the necessity to close the Township offices and dismiss employees for the remainder of the day. Those employees whose job responsibilities prohibit them from being dismissed, will be compensated for hours worked at time and one-half.

The Supervisor or Clerk will activate a notification “BLAST” on the Township phone system notifying employees, and the general public who call the Township, that the Township offices are closed. This “BLAST” will be in place by 6:30 a.m. If the Township phone system is inoperable, employees should contact their supervisor for Township closure information. When the Township office is closed due to inclement weather, the employees will be compensated at their regular pay rate. Those employees whose job responsibilities require them to report to work, will be additionally compensated their regular rate of pay at time and one-half.

***Proposed:***

3.16 Adverse Weather Policy

Hamburg Township regular business hours are Monday through Thursday from 7:30 a.m. to 5:30 p.m. Should severe weather (snow and/or ice) arise during regular business hours, the Supervisor, or the Clerk in the absence of the Supervisor, will determine the necessity to close the Township offices and dismiss employees for the remainder of the day. Those employees whose job responsibilities prohibit them from being dismissed, will be compensated for hours worked at time and one-half. The Supervisor or Clerk will notify the Director of Technical and Utility Services to activate a closure message on the Township phone system as well as post a message on the Township website to alert the public of said closure.

In the event that the Supervisor, or Clerk in the absence of Supervisor, determine that the Township Offices should not open for the day due to inclement weather, department heads will be notified via text from a member of the Executive Team by 6:30 am. Department heads will then be responsible to text their employees to convey them news of the closure. The IT Department will be responsible for posting a message on the website as well as placing a closure notice on the phone system. When the Township office is closed due to inclement weather, employees will be compensated at their regular pay rate. Those employees whose job responsibilities require them to report to work, will be additionally compensated their regular rate of pay at time and one-half.