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Anthony L. Noble, Clerk  
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## WHITE LAKE TOWNSHIP

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TO: White Lake Township Board of Trustees  
FROM: Rik Kowall; Township Supervisor  
DATE: February 4, 2022  
RE: Severe Weather Office Closing Procedure

I would like to incorporate a Severe Weather Office Closing procedure into the Township Administrative Policies and Procedures. Currently there is no formal procedure for office closings. The addition of the new section 5.1(a) is identified below.

### 5.0 - Property Management

#### 5.1 - Hours of Business

The township hall shall be open to the public at 8:00 a.m. and shall be closed at 5:00 p.m. on every normal business day.

#### 5.1 (a) - Severe Weather Office Closing

The Township Offices shall remain open and available for business at all hours of scheduled times. Employees who are unable or unwilling to attend work in circumstances of hazardous driving may, at their discretion, and without concern for any disciplinary action for non-attendance, charge their absence to sick, vacation, or personal time.

Work for non-emergency/non-vital workers will be cancelled only in the case that the Governor of Michigan State Police, or White Lake Township Police Department Officially declares an emergency that bars all non-essential vehicles from the roads.

The decision made by the Supervisor to close the Township prior to the start of a workday due to inclement weather should be decided within a reasonable amount of time prior to the start of business, with notice given to employees before their workday travel begins. In the event the severe weather begins after the start of normal business hours, the Supervisor may determine it is too hazardous to keep employees at work and at his discretion decide to close the building.