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**ADMINISTRATIVE POLICY ON
DELAY, EARLY RELEASE OR CANCELLATION OF
REGULAR WORK DAY FOR LEGISLATIVE EMPLOYEES**

To: All Legislative Employees

From: Michael D. Thibodeau, Chair *M.T.*
Legislative Council

Mark W. Eves, Vice-Chair *ME*
Legislative Council

Date: December 29, 2014

Re: Reminder of Policy on Delay, Early Release or Cancellation of Regular Work Day

Under most circumstances, legislative offices will be open during regular business hours. On rare occasions, due to adverse weather conditions or emergency situations, it may become necessary to delay or cancel the regular workday or close legislative offices early. A decision to delay or cancel the regular workday or close legislative offices early rests jointly with the Speaker of the House and the President of the Senate, and the chair of the Legislative Council. The presiding officers and the chair of the Legislative Council may authorize the release of all legislative employees or may require that certain legislative offices remain open through to the regular close of business at a reduced staffing level.

Please note that a decision by the Governor or the Chief Justice to close state offices applies to Executive Branch or Judicial Branch employees; it does not apply to the legislative offices.

We do not expect legislative employees to risk their life or health to report to work or remain at work in extreme weather conditions or emergency situations; however, employees have an obligation to notify their supervisor directly if they are unable to report to or remain at work due to extreme weather or emergency conditions. Those employees must use accrued vacation, compensating or legislative leave for all such absences during regularly scheduled business hours.

When a decision has been made to delay or cancel the regular workday or close legislative offices early, the following will generally be used to notify employees.

- **LENS.** The Legislative Emergency Notification System (LENS) allows legislative employees to receive electronic notification of office closures or delays or other emergency notices directly through their cell phones, home phones or personal email addresses. Legislative employees may register for this service through the legislature's website at

<http://mainelegislature.org/execdir/maine-legislature-lens/>. If your telephone number or email address has changed since you initially registered for this system, please access LENS and update your personal information. If you have any questions about registering or using this system, please call the Office of the Executive Director at 287-1615.

LENS will be the primary method of notifying legislative employees however, it may be supplemented this session by the following notifications.

- **Media.** Notices will generally be sent to the following television and radio stations for airing:

WGME TV – Portland
WCSH TV – Portland
WABI TV – Bangor
WVII TV – Bangor
WMTW TV – Auburn
WAGM TV – Presque Isle

WABK FM 104.3 – Augusta
WMME FM 92.3 – Augusta
WEBB FM 98.5 – Augusta
WGAN AM 560 – Portland
WGMX FM 93.1 – Portland
WPOR – FM 101.9 – Portland
WYNZ – FM 100.9 – Portland
WABI AM 910 – Bangor

NOTE: We will try to have the notices aired by 6:30 AM, although there is no assurance that the stations will actually air them by that time. If employees have any questions about whether to report for work, employees are responsible for contacting their supervisor.

- **Internet.** Legislative Home Page (<http://mainelegislature.org>)
- **E-mail.** If a closure occurs during the work day, an email will be sent to all legislative employees.

Thank you.