DELAY OR CANCELLATION OF REGULAR WORK DAY

To: All State Employees
From: Domna Giatas, Deputy Commissioner, DAFS
Subject: Delay or Cancellation of Regular Work Day - Notice to Employees

On the rare occasions when it becomes necessary to delay or cancel the regular workday, we will use the following procedures to notify employees:

**Media:** Notices will be aired on the following TV and radio stations:

- WCSH TV - Portland
- WLBZ TV - Bangor
- WABK FM 104.3, WKCG FM 101.3, WHQO FM 107.9, WTOS FM 105 - Augusta
- WGAN AM 560, WPOR FM 101.9, WYNZ FM 100.9 - Portland
- WABI AM 910, WWBX FM 97.1 - Bangor
- WCXU 97.7 FM – Caribou
- WCXX FM 102.3 - Fort Kent
- WAGM TV - Presque Isle

**State Home Page:** Notices will also be posted at [www.maine.gov](http://www.maine.gov) and can be accessed by clicking on the “Citizen Alert System” icon.

**Voice Mail:** Each department has been encouraged to implement a voice mail system to supplement the above sources. Please see your supervisor for information.

**IMPORTANT NOTE:** Every effort will be made to get notices on the air between 5:30 A.M. and 6:00 A.M. and calls to the media stations will be made in the order listed above. However, the telephone lines may be busy during such situations, thereby impacting the timeliness of the notice.

**SOME EMPLOYEES ARE EXPECTED TO REPORT TO WORK REGARDLESS OF A CANCELLATION OR DELAY.** (For example, designated employees in the Departments of Corrections, Behavioral and Developmental Services, Public Safety and Transportation.) If you have any questions about your work status during a delay or cancellation, please contact your supervisor for clarification.

The State’s policy on Early Release/Cancellation is set forth in Civil Service Bulletin 11.10C and may be accessed through [www.maine.gov/bhr/Policies/11_5.htm](http://www.maine.gov/bhr/Policies/11_5.htm).
University Of Southern Maine

Standard Eligibility Policy Training classes will not be held if the University of Maine in Augusta (UMA) is closed because of the weather. If UMA opens late or closes early because of weather, standard policy classes will follow that schedule, too.

How can I find out if UMA is closed?

• Call the information line for the University of Maine in Augusta at 621-3000.
• Listen to your local television news or local radio station.
• You may also call us at 626-5200. You will get the automated phone system. Hit 3 to hear the cancellations.

What will I do on snow days?

A UMA snow day may still be a workday for DHHS employees in your office. If that is the case, you are expected to report to your OIAS Office and spend the day working. You should read relevant sections of the Policy Manual and complete all the exercises planned for that day. If you have completed the exercises, you should contact your supervisor for additional work. This will allow us to keep on the training schedule for the rest of the week. If the snow day is anticipated in advance, the trainers will assign additional reading and work. All participants should contact their supervisor for specific instructions.

For staff commuting daily:

You should report to your OIAS office on a UMA snow day. You should try to get through all the material that would have been covered that day in class.

For staff staying overnight in Augusta:

If UMA classes are canceled, it may be impractical for you to return to your office on the snow day. You are expected to work on reading relevant sections of the Policy Manual and to complete all the exercises from your participant materials notebook. Call your Supervisor early in the day to review your plans and get needed approvals. Participants may be referred to the Augusta regional office with permission.

What should I do if my office is closed but UMA is open?

If you are commuting daily, you are not expected to come to class that day.