

*President*

Joshua R. Ginsberg

## **MEMORANDUM**

**TO:** All Cary Institute Employees  
**FROM:** Joshua R. Ginsberg  
**DATE:** 18 October 2018  
**SUBJECT:** **STORM POLICY**

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In preparation for the upcoming season, attached is the Storm Policy including procedures for workdays on which there are hazardous snow and/or ice conditions. On rare occasions, hazardous weather will make it advisable to open the Institute late, close early, and in very rare cases, close for an entire day. When weather conditions make it unsafe or impossible for the Institute to operate, activities may have to be curtailed. The procedures for this are outlined below.

- Delayed opening or cancellation will be decided before 6:00 AM, and will be part of the early morning announcements carried on the following radio stations:
  - WHUD 100.7 FM [www.whud.com](http://www.whud.com)
  - WSPK 104.7 FM [www.k104online.com](http://www.k104online.com)
  - WBNR 1260 AM & WLNA 1420 AM [www.realcountryhv.com](http://www.realcountryhv.com)
  - WXPk 107.1 FM [www.1071thepeak.com](http://www.1071thepeak.com)
  - WBPM 92.9 FM [www.929wbpm.com](http://www.929wbpm.com)
- Decisions will also be confirmed through a recorded message. After 6:00 AM on the day in question, dial voice-mail at 845-677-7600 and listen to the message;
- Decisions will also be confirmed on the Cary Intranet, and
- Employees may call extension 222 for more information relative to the weather.

Individuals who are on snow clearance crews or other special detail are aware of their assignments and reporting times. Should time beyond the normal workday be needed, these individuals will be paid in accordance with their union contract.

### **OFFICIAL CLOSING:**

In the rare instances when State, County, or Town governments declare an emergency because of weather conditions, an institutional decision on closing will be made and communicated. This does not refer to a “snow emergency” declared by a municipality to prompt removal of vehicles for snow clearance purposes.

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Employees who are not scheduled to work on the day of an official closure or who are on sick leave, annual or other leave, or are working at a distant site should code their time as if no closure occurred.

**SUPERVISOR DISCRETION:**

When hazardous conditions develop during the day, the responsibility for the decision about whether to come to work or leave early is placed upon the supervisor and employee. Employees should reach a clear understanding with their supervisors regarding the conditions under which they will want to leave early in case the supervisor is away when a storm arrives. A decision not to come in at all should of course be conveyed to the supervisor in the same fashion as any personal need arising on short notice. If an employee takes time off because of inclement weather, it should be coded as VACATION TIME.

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