



## RESOLUTION 26-19

### A RESOLUTION TO AMEND THE PERSONNEL POLICY MANUAL OF THE TOWN OF MILLVILLE

**WHEREAS**, the Town of Millville maintains a Personnel Policy to provide guidance on employee compensation, operations, and workplace procedures; and

**WHEREAS**, the Town Council may periodically update and amend the Personnel Policy Manual;

**WHEREAS**, recent severe weather events and prolonged cold temperatures highlighted a need for clarity regarding employee compensation during inclement weather conditions; and

**WHEREAS**, the Town has reviewed proposed language within the draft updated Personnel Policy, specifically Section 1-17 Severe Weather Condition Policy, which includes provisions for compensation at time and one-half; and

**WHEREAS**, the Town Council finds it appropriate and in the best interest of the Town and its employees to amend the current Personnel Policy to incorporate this compensation provision prior to the adoption of the new fiscal year policy update;

**NOW THEREFORE, BE IT RESOLVED** that the Town Council does hereby approve the amendments reflected with deletions shown by strike through and additions shown by underline and bold on the attached, with said amendments given retroactive effect back to January 1, 2026.

**BE IT FURTHER RESOLVED** that the Town Manager shall have the amendments incorporated into an updated copy of the Personnel Policy Manual with notations to the amended provisions referencing this Resolution.

I, **Deborah Sosnoski**, Secretary of the Town Council of the Town of Millville, hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Town Council of the Town of Millville at its meeting held on February 10, 2026, at which a quorum was present and voting throughout and that the same is still in full force and effect.

**TOWN OF MILLVILLE**

---

**Secretary Deborah Sosnoski**

### 5-3. Emergency Closing Conditions

Added [6-13-23]

#### A. Terms

~~Emergency conditions, including severe weather, can disrupt the operations and interfere with work schedules. The Town Manager or designee will determine whether changes will be made to normal operating hours i.e. delayed start, early closing or full day closure.~~

~~The Town offices will close when the Governor of Delaware declares either a Level 2 or 3 Driving Ban for Sussex County, which means that only those persons designated as essential personnel may operate a motor vehicle on Delaware roadways. All other vehicles must stay off the road. Essential personnel will be identified by Town Manager or designee in association with the type of emergency, storm event or work completion requirement (i.e., Payroll completion, or flooding).~~

#### B. Emergency Pay

~~If the closing, delayed start, or early closing is initiated by the Town and you are scheduled to work, you will receive pay for any time lost. Should the Town open under a Level 1, and you are unable to report to work because of weather conditions, the time lost from work will be charged against accumulated compensatory time or vacation time. In the event there is not time accumulated in these categories, the time off from work will be charged as time off without pay.~~

#### 1-17. Severe Weather Condition Policy

The Town Manager or designee will determine whether changes will be made to normal operating hours, i.e., delayed start, early closing, or full day closure. The Town Offices will close when the Governor of Delaware declares either a Level 2 or 3 Driving Ban for Sussex County, which means that only those persons designated as first responders and essential personnel may operate a motor

vehicle on Delaware roadways. All other vehicles must stay off the road. Non-exempt essential employees who must come to work will be paid time and one-half during the duration of the driving ban or restriction. Employees scheduled to work will receive regular pay for the closure. The Town will not necessarily follow individual State office closings or other Town and County closings or delays however, at the discretion of the Town Manager or his/her designee, delayed starts to the workday or early closings may be authorized as deemed appropriate and liberal leave will be supported for employees to accommodate their individual needs in relationship to adverse weather conditions. For this purpose, liberal leave means that the Town will accommodate an employee's reasonable interest to depart early or arrive late using their leave time.

In cases of the declaration of a Level 1 Driving warning or snow or other inclement weather, nonessential employees may use vacation, a personal day or leave without pay if they do not come to work; they will not be compensated if they are absent when the Town office is open. Essential employees who must come to work will be paid time and one-half for a minimum of four hours worked outside their normal working hours; hours worked during normal working hours will be paid at their regular rate of pay. Essential personnel will be so identified in association with the type of emergency or storm event or work completion requirements (i.e., payroll completions, or flooding event).

Employees are encouraged to utilize their available personal or vacation leave if the commuting conditions are of concern to them or if school closures or other personal responsibilities become necessary. Notice to the Town Manager should be given as soon as concerns or difficulties are realized.

Any employee who is required to work after the Town of Millville is closed because the Governor of Delaware declared a State of Emergency or a federally declared emergency exist will be reimbursed by the Town for any reasonable expenditure from his/her personal funds for food purchased during this State of Emergency unless the Town has provided a meal.