

## **INCLEMENT WEATHER PROCEDURES FOR ALPENA TOWNSHIP EMPLOYEES**

Effective: February 6, 2017

Alpena Township will follow the Inclement Weather Procedures practiced by Alpena Community College (ACC).

- When the college is closed before the day begins, no one is required to report to work unless asked to do so. All meetings and activities scheduled for that day will be canceled.
- When the college closes during normal operating hours, the township will also close at that time.

ACC uses the following news outlets to announce closures:

### Radio

- WATZ 99.3 FM
- WGFM 105.1 FM
- WGRY 100.3 FM and 1230 AM
- WHAK 99.9 FM (The Wave)
- WHSB 107.7 FM (The Bay)
- WIOS 1480 AM
- WKJC 104.7 FM
- WKJZ 94.9 FM
- WQLB 103.3 FM (B-Rock)
- WQON 101.1 FM
- WRGZ 96.7 FM
- WWTH 94.1 FM
- WZTK 105.7 FM

### Television

- WBKB-TV (Channel 11, Alpena)
  - WTOM-TV (Channels 7 & 4, Traverse City)
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- Closures beyond ACC's policy are up to the discretion of 2 out of 3 township elected officials. Employees will still receive pay for hours not present because of the office being closed. Any employees who are scheduled on time off because of vacation, sick day or personal day will not be charged with the use of those days.
  - If it is snowing to such an extent that highway travel is extremely hazardous, a department head in his or her sole discretion, at the request of an employee, may allow that employee to leave work, but without pay.