Summary - It is Association’s policy to remain open during all normally scheduled work hours. Employees are expected to report to work during inclement weather conditions unless otherwise notified by the Association. In the event that inclement weather, power failure, or other emergencies require the Association to open late, close early, or shut down for an entire workday, employees will be notified, either personally or via local radio announcement. The Executive Director, or designee, determines when the Association’s operations will be closed early or for the entire work day.

Compensation for Exempt Employees - Exempt employees receive their regular salaries when the Association is officially closed for periods of less than one workweek due to emergency operating conditions. Exempt employees shall not be paid if the Association is closed for an entire workweek or longer, but may be allowed to use any available vacation leave. Depending on the nature of the emergency and due to the nature of exempt positions, the Association may allow or require staff to continue work at an alternate location, in which case the employee would receive his/her regular pay for the period.

Compensation for Non-Exempt Employees for Partial Workday Closings* - A non-exempt employee (see Code 301), either full-time, part-time, or temporary benefits-eligible, who is directed by the employee's supervisor to arrive at work late or to leave work early due to emergency operating conditions is paid for the employee’s normally scheduled work hours at the employee’s base rate of pay. In situations when the extension association’s office is officially open and an employee is unable to get to work, the time absent will be charged to vacation, personal leave, or leave without pay. Temporary and casual employees (see Code 301) are not paid for any hours not worked but may be allowed to make up the time during the current workweek, if prior authorization is granted by the employee's supervisor.

Compensation for Non-Exempt Employees for Entire Workday Closings - A non-exempt employee (see Code 301), either full-time, part-time, or temporary benefits-eligible, who is directed by the employee's supervisor not to report to work on a given day due to an emergency closing is paid for the employee’s normally scheduled work hours at the employee's base rate of pay. In situations when the extension association’s office is officially open and an employee is unable to get to work, the time absent will be charged to vacation, personal leave, or leave without pay. If the Association is closed for more than one workday due to emergency operating conditions, a non-exempt employee, either full-time, part-time, or temporary benefits-eligible is paid for up to a maximum of five continuous workdays based upon the employees regular scheduled hours for those days. These payments do not include days in which the non-exempt employee was not scheduled to work. Depending on the nature of the emergency the association
may require staff to continue work at the office or at an alternate location, in which case the employee would substitute his/her regular pay for any leave with pay granted under this policy.

Temporary and casual employees (see Code 301) are not paid if there is an emergency closing but may be allowed to make up the time during the current workweek, if the employee’s supervisor grants prior authorization.

**Employees on Leave** - Employees on leave, including vacation or sick leave, or on a regularly scheduled day off, will not receive an additional day of leave for an inclement day.

*Note: In accordance with employment law and regulations, employees who are released early must be paid for four hours of show up pay or their regularly scheduled hours if less that 4 hours.*