

# Inclement / Adverse Weather Policies & Practices

## OVERVIEW

In Northeast Ohio inclement and adverse weather is a workplace issue that affects employee safety, absenteeism, and pay practices. As a result, ERC conducted a survey to assist local organizations in benchmarking their policies and practices. The results of the survey showed a number of trends related to inclement and adverse weather policies, specifically dealing with handling absenteeism and pay. Key findings in the survey were:

- Thirty-eight percent of employers report having an inclement / adverse weather policy.
- Employee absence is typically deemed excused when due to inclement / adverse weather conditions.
- Manufacturing organizations are less likely to forgive tardiness than non-manufacturing organizations.
- At most organizations exempt employees may work at home per their supervisor's discretion during inclement / adverse weather conditions.
- Non-exempt employees are typically only paid for hours worked, while exempt employees are generally paid for an entire day and do not need to make up hours (in cases of being late to work or needing to leave early due to inclement / adverse weather).

## INCLEMENT / ADVERSE WEATHER POLICIES

Only 38% of organizations in Northeast Ohio have inclement / adverse weather policies. Significantly more non-manufacturing organizations have these policies in place versus manufacturing organizations. For sample inclement / adverse policies provided by these organizations, please reference page 8.

Exhibit 1: Organizations Having Inclement/Adverse Weather Policies

Organizations Having Inclement/Adverse Weather Policies	
	Percent
Manufacturing	29%
Non-Manufacturing	51%
All Organizations	38%

The most common determinants of whether organizations decide to stay open rely on the discretion of top management and the CEO or President. This discretion was more commonly used than public safety and transportation infrastructures being threatened and weather advisories.

Exhibit 2: Determinants of Whether Organizations Stay Open

Determinants of Whether Organizations Stay Open - All Organizations	
	Percent
Discretion of top management	58%
Discretion of the CEO/President	53%
Public safety is threatened	34%
Weather advisories	31%
Transportation infrastructures are threatened	19%
Reports suggest that driving conditions are poor	15%
Standard of local area businesses, schools districts, or government agencies	9%

Determinants of Whether Organizations Stay Open - Manufacturing Organizations	
	Percent
Discretion of top management	70%
Discretion of the CEO/President	41%
Public safety is threatened	29%
Weather advisories	20%
Transportation infrastructures are threatened	11%
Reports suggest that driving conditions are poor	7%
Standard of local area businesses, schools districts, or government agencies	5%

Determinants of Whether Organizations Stay Open - Non-Manufacturing Organizations	
	Percent
Discretion of the CEO/President	58%
Discretion of top management	42%
Weather advisories	40%
Public safety is threatened	35%
Transportation infrastructures are threatened	26%
Reports suggest that driving conditions are poor	19%
Standard of local area businesses, schools districts, or government agencies	12%

To communicate that the organization is being closed, phone trees and email are most commonly used. Some unique forms of communication identified in the survey include an employee inclement weather hotline and use of I-alerts.

Exhibit 3: Communication of Facility Closure

Communication of Facility Closure	
	Percent
Phone tree	24%
Email	21%
Phone	12%
General voice message	11%
Radio	8%
Website/media	7%
Media	7%
Employee hotline	4%
I-alert	4%
Verbal	3%
Page	1%

## HANDLING OF EMPLOYEE ABSENCE

Across all organizations, employee absence is typically deemed excused when inclement / adverse weather is the cause. Many organizations also look at absence on a case by case basis, deeming it excused or unexcused when warranted (on a case by case basis). Manufacturing organizations are more likely to deem absence unexcused more than non-manufacturing organizations.

Exhibit 4: How Absence is Handled

How Absence is Handled - All Organizations		
	Non-Exempt	Exempt
Absence is deemed excused	32%	46%
Absence is deemed unexcused	26%	19%
Absence is deemed excused or unexcused on case by case basis	14%	11%

How Absence is Handled - Manufacturing Organizations		
	Non-Exempt	Exempt
Absence is deemed excused	25%	38%
Absence is deemed unexcused	20%	16%
Absence is deemed excused or unexcused on case by case basis	30%	20%

How Absence is Handled - Non-Manufacturing Organizations		
	Non-Exempt	Exempt
Absence is deemed excused	37%	51%
Absence is deemed unexcused	7%	7%
Absence is deemed excused or unexcused on case by case basis	21%	16%

Across both industries, organizations appear to forgive tardiness (with no penalties) up to varying timeframes. No consistent time frame was evident as being used by most organizations. Manufacturing organizations appear to be less forgiving of tardiness than non-manufacturing organizations.

Exhibit 5: Forgiveness of Tardiness (With No Penalties) Up to Certain Time Frames

Forgiveness of Tardiness (With No Penalties) Up to Certain Time Frames - All Organizations		
	Non-Exempt	Exempt
Up to 15 minutes	12%	8%
Up to 1/2 hour	8%	8%
Up to 1 hour	8%	10%
Up to 1.5 hours	3%	5%
Up to 2 hours	6%	8%
Up to 2.5 hours	2%	5%
Up to 3 hours	3%	5%
Up to 4 hours	6%	9%
Regardless of amount of tardiness, employees are penalized	10%	3%
Other	32%	31%

Forgiveness of Tardiness (With No Penalties) Up to Certain Time Frames - Manufacturing Organizations		
	Non-Exempt	Exempt
Up to 15 minutes	20%	14%
Up to 1/2 hour	9%	14%
Up to 1 hour	11%	13%
Up to 1.5 hours	4%	9%
Up to 2 hours	11%	14%
Up to 2.5 hours	2%	9%
Up to 3 hours	2%	9%
Up to 4 hours	5%	14%
Regardless of amount of tardiness, employees are penalized	14%	4%
Other	27%	32%

Forgiveness of Tardiness (With No Penalties) Up to Certain Time Frames - Non-Manufacturing Organizations		
	Non-Exempt	Exempt
Up to 15 minutes	7%	5%
Up to 1/2 hour	7%	5%
Up to 1 hour	5%	7%
Up to 1.5 hours	2%	2%
Up to 2 hours	2%	5%
Up to 2.5 hours	2%	2%
Up to 3 hours	5%	2%
Up to 4 hours	5%	5%
Regardless of amount of tardiness, employees are penalized	9%	2%
Other	40%	30%

The majority of organizations (nearly 60%) allow exempt employees to work at home during inclement / adverse weather conditions, at the discretion of their supervisors. Non-manufacturing organizations were more inclined to offer this option to their employees than manufacturing organizations.

Exhibit 6: Organizations Allowing Exempt Employees to Work at Home during Inclement / Adverse Weather

Organizations Allowing Exempt Employees to Work at Home	
	Percent
Manufacturing	54%
Non-Manufacturing	65%
All Organizations	59%

## PAY PRACTICES

When it comes to pay practices for employees that either leave work early, are late to work or tardy, or miss an entire day of work due to inclement / adverse weather conditions, non-exempt employees typically are only paid for hours worked. Exempt employees, on the other hand, are paid for a full day of work. This pay generally does not come out of employee's paid time off and employees do not need to make up time not worked. Only in cases where an employee misses an entire day of work, must employees use their paid time off.

Exhibit 7: Pay Practices for Employees Who Leave Work Early Due to Inclement/Adverse Weather

Pay Practices for Employees Who Leave Work Early Due to Inclement/Adverse Weather - All Organizations		
	Non-Exempt	Exempt
Only paid for hours worked	49%	3%
Paid for full day of work (pay comes out of employee's paid time off)	16%	14%
Paid for full day of work (pay does not come out of employee's paid time off, but employee must make up time not worked)	3%	16%
Paid for full day of work (pay does not come out of employee's paid time off; employees do not need to make up time not worked)	10%	34%

Pay Practices for Employees Who Leave Work Early Due to Inclement/Adverse Weather - Manufacturing Organizations		
	Non-Exempt	Exempt
Only paid for hours worked	66%	5%
Paid for full day of work (pay comes out of employee's paid time off)	11%	13%
Paid for full day of work (pay does not come out of employee's paid time off, but employee must make up time not worked)	4%	21%
Paid for full day of work (pay does not come out of employee's paid time off; employees do not need to make up time not worked)	11%	41%

Pay Practices for Employees Who Leave Work Early Due to Inclement/Adverse Weather - Non-Manufacturing Organizations		
	Non-Exempt	Exempt
Only paid for hours worked	44%	2%
Paid for full day of work (pay comes out of employee's paid time off)	28%	16%
Paid for full day of work (pay does not come out of employee's paid time off, but employee must make up time not worked)	5%	12%
Paid for full day of work (pay does not come out of employee's paid time off; employees do not need to make up time not worked)	14%	40%

Exhibit 8: Pay Practices for Employees Are Late To Work or Tardy Due to Inclement/Adverse Weather

Pay Practices for Employees Who Are Late to Work or Tardy Due to Inclement/Adverse Weather - All Organizations		
	Non-Exempt	Exempt
Only paid for hours worked	53%	4%
Paid for full day of work (pay comes out of employee's paid time off)	11%	11%
Paid for full day of work (pay does not come out of employee's paid time off, but employee must make up time not worked)	5%	17%
Paid for full day of work (pay does not come out of employee's paid time off; employees do not need to make up time not worked)	7%	35%

Pay Practices for Employees Who Are Late to Work or Tardy Due to Inclement/Adverse Weather - Manufacturing Organizations		
	Non-Exempt	Exempt
Only paid for hours worked	71%	7%
Paid for full day of work (pay comes out of employee's paid time off)	4%	7%
Paid for full day of work (pay does not come out of employee's paid time off, but employee must make up time not worked)	2%	21%
Paid for full day of work (pay does not come out of employee's paid time off; employees do not need to make up time not worked)	9%	41%

Pay Practices for Employees Who Are Late to Work or Tardy Due to Inclement/Adverse Weather - Non-Manufacturing Organizations		
	Non-Exempt	Exempt
Only paid for hours worked	47%	2%
Paid for full day of work (pay comes out of employee's paid time off)	23%	16%
Paid for full day of work (pay does not come out of employee's paid time off, but employee must make up time not worked)	12%	14%
Paid for full day of work (pay does not come out of employee's paid time off; employees do not need to make up time not worked)	7%	40%

Exhibit 9: Pay Practices for Employees Who Miss an Entire Day of Work Due to Inclement/Adverse Weather

Pay Practices for Employees Who Miss an Entire Day of Work Due to Inclement/Adverse Weather - All Employees		
	Non-Exempt	Exempt
Only paid for hours worked	44%	7%
Paid for full day of work (pay comes out of employee's paid time off)	23%	32%
Paid for full day of work (pay does not come out of employee's paid time off, but employee must make up time not worked)	1%	7%
Paid for full day of work (pay does not come out of employee's paid time off; employees do not need to make up time not worked)	5%	20%

Pay Practices for Employees Who Miss an Entire Day of Work Due to Inclement/Adverse Weather - Manufacturing Organizations		
	Non-Exempt	Exempt
Only paid for hours worked	66%	11%
Paid for full day of work (pay comes out of employee's paid time off)	18%	30%
Paid for full day of work (pay does not come out of employee's paid time off, but employee must make up time not worked)	0%	7%
Paid for full day of work (pay does not come out of employee's paid time off; employees do not need to make up time not worked)	5%	29%

Pay Practices for Employees Who Miss an Entire Day of Work Due to Inclement/Adverse Weather - Non-Manufacturing Organizations		
	Non-Exempt	Exempt
Only paid for hours worked	30%	2%
Paid for full day of work (pay comes out of employee's paid time off)	37%	42%
Paid for full day of work (pay does not come out of employee's paid time off, but employee must make up time not worked)	2%	5%
Paid for full day of work (pay does not come out of employee's paid time off; employees do not need to make up time not worked)	7%	19%

In some cases, organizations deviated from these pay practices. Some organizations require emergency situations in order for employees to receive pay. Other organizations do not mandate or require that exempt employees make up time not worked. Some organizations determine pay based on whether or not employees choose to leave or not come to work or if weather conditions meet policy or office closure requirements. In these situations, generally, employee decisions to not come to work require use of paid time off (personal or vacation time), whereas if the organization decides to close, employees typically are paid. Typically, employees are not penalized for missing work in these situations.

## INCLEMENT /ADVERSE WEATHER SAMPLE POLICIES

The following are sample inclement / adverse weather policies provided by participating organizations.

- The organization expects each employee to make reasonable efforts to report to work in inclement weather situations. If weather or traveling conditions delay or prevent an employee's reporting to work, the immediate supervisor should be notified as soon as possible. An employee who is unable to report to work may use any accrued personal time, or take the day off without pay. If the organization is officially closed due to weather or other conditions, employees who are scheduled to work will receive pay for the time missed (up to eight hours) without using personal or vacation time.

If weather conditions make it necessary to close earlier than the regularly scheduled time, employees will be notified that they may leave.

- If there is inclement weather the employee has the responsibility to call a company number to see if the company will be open. Bad weather conditions will allow employees to arrive late and not be charged with a "late" occurrence.
- Plant closures are announced via the radio and on our website. Typically, however, we remain "open" (normally, the majority of employees want to work, and aren't happy losing pay for the day) - so if they can make it in, we try to remain open. If conditions are real bad, yet we remain open, we make a decision to excuse all tardies and absences for the day in question.
- Severe weather is expected during winter months. Although driving may be difficult, when caution is exercised, the roads are normally passable. Except in cases of severe storms, we are expected to work our regular hours.
- Closed if county declares Level 3 weather emergency. Questionable times, call in, press 5 for instructions regarding plant closings. Time off is excused without pay; paid time off may be used.
- We are open for normal business during periods of adverse weather. It is up to the discretion of the employee whether or not to drive to work, take a paid day off or be subject to our attendance policy.
- Except in cases of severe storms, employees are all expected to work their regular hours. Time taken off due to poor weather conditions may be made up with prior approval from your supervisor, used as vacation, used as personal time, or is unpaid.
- If the schools are closed in your area, you will have up to 1/2 of a day to come in late for work without it affecting your attendance.
- Plant is closed when our County has a level II snow emergency. As long as the workplace is open, employees are expected to be at work unless their home county is under a level II snow emergency.
- As part of our attendance policy, we state that we will determine when inclement weather will result in an excused tardy (vs. points being assigned under our no-fault attendance program), and that such determination will apply across-the-board to all employees.
- This policy establishes guidelines for operations during periods of extreme weather and similar emergencies. We will remain open in all but the most extreme circumstances. Unless an emergency closing is announced, all employees are expected to report to work. However, all employees are urged to use their own discretion in deciding whether they can commute to work safely. When an emergency closing has not been declared, employees who do not report to work because of inclement weather have the option of taking vacation, personal time, or leave without pay. When a partial or full day closing is authorized, the following pay and vacation practices apply:

1. Exempt and non-exempt employees are granted leave. Such employees are compensated at their regular rate of pay for hours they were scheduled to work. 2. Exempt and non-exempt employees on sick leave or vacation on a day when a closing occurs are charged with sick leave or vacation as was scheduled. Only by the authorization of the President or Chief Operating Officer will the organization cease operations due to emergency circumstances. If severe weather conditions develop during working hours, it is at the discretion of these officers to release employees. If severe weather conditions develop during non-working hours, the COO will make the decision to notify all employees. The COO will contact the Group Services Administrator, who will call the Vontoo messaging service. This service will call all employees and play a voice message with emergency information. Then she will leave emergency information on the operator's voicemail at the organization for employees and customers to hear. To hear the emergency message, call, listen to the main message and wait to be transferred to the operator's mailbox. The emergency message will be recorded there. Then the COO will call employees and leave a voicemail regarding the closing of the organization. The Group Services Administrator will be the last to leave the premises during an emergency closing. She will secure the building, making sure all employees have vacated and shut down the servers if a power failure is looming.

- The governor of the State of Ohio must close the entire state and our CEO cannot make it to work, we are allowed to shut down the offices and factory. Seriously, this is our policy! We do not penalize people who do not make it in, but the offices and factory do remain open for those who can make it.
- At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility. When the decision to close is made after the workday has begun, employees will receive official notification from their immediate supervisor. In these situations, if the employee has worked less than 4 hours, the employee will be paid for 4 hours. If the employee has worked more than 4 hours, they will be paid for a full day. When the decision to close is made before the workday has begun, time off from scheduled work will be unpaid. However, with supervisory approval employees may use available paid leave time, such as unused vacation benefits.
- This policy applies to union personnel only: If public schools are closed due to weather only, employees are permitted to arrive late w/o receiving a point on their attendance record and maintain eligibility for the perfect attendance bonus. If greater than 30 minutes late no point on their attendance record is assessed, but eligibility for the perfect attendance bonus is lost. Employees who are absent do not get a point on their attendance record, but also lose eligibility for the perfect attendance bonus. Perfect attendance bonus is a quarterly paid program.

- **Severe Weather Policy:** 1. **Scope** - This policy establishes guidelines for operations during periods of extreme weather and similar emergencies. The organization remains open in all but the most extreme circumstances. Unless an emergency closing is announced all employees are expected to report to work. However, all employees are urged to use their own discretion, in deciding whether they can commute safely to work. When an emergency closing has not been declared, employees who do not report to work will need to adhere to normal call in/off procedures. 2. **Designation of Emergency Closing:** Only by authorization of the IT Manager or their designees will the organization cease operations due to emergency circumstances. If severe weather conditions develop during working hours, department managers can allow their nonessential employees to leave work early, using their PIE time. 3. **Emergency Operations Team:** An Emergency Operations Team consisting of the President, and IT Manager, and appropriate representatives from their departments are responsible for monitoring weather and emergency conditions for the purposes of communicating and implementing emergency plans. The Maintenance Department is responsible for the coordinating snow removal efforts and other steps necessary to maintain the safety and security of the organization's premises during severe weather and other emergency conditions. 4. **Procedures During Closings**
    - a. **All Employees:** If weather or other emergency conditions prevent employees from reporting to work on time, they are responsible for notifying supervisor, within the first hour of the workday. If possible, such notification should be made by a telephone conversation directly with the supervisor. If direct contact is not possible, leaving a detailed voice mail message or message with another employee is acceptable. Employees should leave a phone number where they can be reached.
    - b. **Essential Personnel:** If the organization is officially closed, essential functions must be maintained and essential personnel must report to work unless otherwise instructed. A roster of essential personnel is maintained by each department manager. An up-to-date copy of each department's roster is kept on file in the Human Resource Department.
- Pay and Leave Practices:** When a partial- or full-day closing is authorized, the following pay and vacation practices apply. Hourly employees in nonessential operations will be either sent home for partial days with the option of using their PIE or vacation time for the remainder of the day. If PIE or vacation time is not available employees will be excused from work without pay and without disciplinary action. Hourly employees who are designated as essential are compensated at 1 1/2 times their regular rate of pay during the emergency closing period as they must remain at or report to the facility. Exempt and nonexempt employees already scheduled to be off during emergency closings are charged with such leave as was scheduled. Exempt employees who are in nonessential operations are granted administrative leave. Exempt employees in essential operations are eligible for compensatory time-off for hours worked during the period of the closing. **Announcements:** Modifications to normal

operations are announced as early as possible through the following media: (List Radio and Television Stations) In severe weather situations, employees can call a number after 5:30am to hear a recorded message with information about our operational status.

- Occasionally, Inclement Weather may cause difficulties with transportation to work. Whenever possible, and without risk to the employee, it is expected that an employee will make a reasonable effort to be in attendance at work, even if arriving late, provided the Company has not announced that it is closed for the day. If a Hot line is established to call during severe weather conditions, ex: hurricane, it is the employee's responsibility to call that line for instructions on where and when to report for work.
- If the weather prohibits employees from coming in to work, the missed day must be taken as PTO time or, if no PTO is available to the employee, a day off without pay. Due to our flex time policy, this time can be made up as well. If an employee comes to work, and is sent home due to impending weather conditions, the employee is paid for the day.
- The Director makes the decision to close because of a weather emergency. The supervisor of each department is notified. The supervisor will notify each member of the department regarding closings or delayed openings.
- Employees can use paid sick days (which are only permitted for an individual's illness) if the weather is extremely bad. This means the state had declared that conditions permit only emergency vehicles on the road.
- Occasionally, Inclement Weather may cause difficulties with transportation to work. Whenever possible, and without risk to the employee, it is expected that an employee will make a reasonable effort to be in attendance at work, even if arriving late, provided the Company has not announced that it is closed for the day. If a Hot line is established to call during severe weather conditions, ex: hurricane, it is the employee's responsibility to call that line for instructions on where and when to report for work
- If our agency is open, and an employee calls off due to the weather, s/he must use PTO.
- If there is inclement weather, the organization will only close if emergency personnel have instructed us to do so. Any employee that does not feel safe coming in to work or desires to leave early due to poor weather conditions is free to do so and can use their PTO time.
- The TCF policy is currently under revision, however our organization implements a phone tree whereby staff is contacted in the event the offices are closed due to inclement weather. If the management committee determines the office should be closed, all staff will receive their regular pay.

- When we have a chance of inclement weather in Cleveland, the President monitors local weather conditions that may impact our facility or the safety of our people. When appropriate, the President drives a meeting with HR & our site business leaders, to make any determinations about adjusting our site's hours of operation.
- Many pages, includes calling tree, changing voice message on phone, contacting critical suppliers and every staff person with in specified timeframes prior to the time of opening. Consideration is given to the fact we cover NE Ohio and the weather can vary greatly, e.g. snow belt versus west side of Cleveland. Staff safety is first consideration.
- Prior to normal starting time when it is announced that the Oberlin government offices will be closed or a level 3 emergency has been declared, in Lorain County, due to inclement weather, the offices will be closed. All full-time employees will be paid for such time off. Part-time employees will only be paid if normally scheduled to work that day and only for those hours that the employee would normally work. The message on the 800- will be updated to reflect the closing as quickly as possible. Employees, living outside Lorain County, whose home county has declared a level 3 emergency, will be handled in the same manner. When the government announces that a liberal leave policy is in effect, the offices will be open and all employees will be expected to make reasonable efforts to get to work. All employees who are unable to report to work should call their department supervisor and report their absence, if they are able to reach a phone, or it may be considered an unexcused absence. Time taken off due to poor weather conditions while the business remains open may be used as vacation, personal leave, or unpaid if all paid time off has been exhausted. Time absent from work shall not be counted as hours worked when computing weekly overtime. If inclement weather occurs on a government holiday not generally observed by the organization, employees are therefore at work, we will make its own decision concerning early closing on that day. 5. On days when weather conditions worsen as the day progresses, the organization may decide to close early. In such cases, a decision and an announcement will be made at the organization. Employees will be expected to remain at work until the appointed closing time, unless their flextime day ends prior to that time.
- You are expected to come to work regardless of the weather. If your Supervisor or the office decides the weather is so severe that you should not come to work, he or she will notify you. If your Supervisor or the office tells you not to come in at all, to come in late, or to leave early due to bad weather conditions, you will be paid only for the hours worked in that day.
- Staff is paid if the office is closed for the day or closed early as a result of inclement weather. President or owners determine if and when the office will close due to poor weather conditions.

- With the approval of the executive director, each service site/county operation will make the recommendation to close early or not to open and obtain the approval of the chief administrative officer.
- Inclement Weather Policy: The organization is open for business unless there is a declared State of Emergency and we advise you not to report to work. There may also be times when we will delay opening due to weather conditions. If you are an hourly associate and you arrive at work after your scheduled time on a day when we are experiencing bad weather, that time is charged to you as PTO if you have earned but unused time available to you. If you are an hourly employee, you will only be paid for your time off work if you have PTO available. The organization attempts to accommodate individual needs by allowing the use of PTO to cover these situations. Please allow yourself extra time to arrive to work in less than ideal weather conditions. When potentially dangerous weather develops during the day and a decision is made by management to close, you will be compensated as if you had worked to the end of your regularly scheduled hours for that day. If, with management approval, you elect to leave prior to a decision being made by the organization to close early, and you are an hourly associate, you will be required to use PTO you have earned but not used or the time will be counted as unpaid time off. If you are working at a customer location, please follow the policies and procedures of the facility at which you are working. Your safety is one of the primary concern of the organization. You should always use your common sense and best judgment when traveling to work in inclement weather.
- The Executive Director, or designee, may choose to close during normal hours of operation due to inclement weather or other emergency situation. If the agency closes because of inclement weather, all full-time and part-time regular employees will be paid for their scheduled hours during periods of UCP closing, up to a maximum of two (2) days per fiscal year. If the organization is closed for inclement weather and the employee has already scheduled PTO time, the employee must still document PTO time on their time card; employees will not be able to use a weather day. If the organization is closed for more than two days, employees will have the option of using Paid Time Off (PTO) days if they wish to receive compensation for the closing period in excess of two days. Paid time off for inclement weather will not be counted as hours worked for the purpose of calculating overtime pay. Any employee who does not report to work during periods of inclement weather while UCP is open, even if Transportation is suspended, will have the option of using paid time off (PTO) or receiving no compensation for that day(s).
- When operations are officially closed due to emergency conditions, the time off from scheduled work may not be paid (but typically has been paid in the past). However, with management approval, employees may use available paid leave time such as unused personal days or vacation

benefits. Employees in essential operations may be asked to work at a backup facility when operations are officially closed. In these circumstances, employees will receive regular pay. In case of an emergency closing, a call will be made at the number on file in the employee's personnel file by a member of management.

- If it becomes necessary to close the office due to inclement weather or an emergency situation, an announcement will be left via voice mail that the office is closed. If the office is open, please use your best judgment on getting to the office safely. If you do not feel that you are able to arrive safely, please call your supervisor or our front desk and leave a message that you are unable to come in. If you are not able to make it to the office and the office is open, whether you are an exempt or non-exempt associate, you may use the day as Paid Time Off (PTO).
- We follow the local traffic advisory/weather condition alerts. Business is closed in only the most severe circumstances.
- We are a seven (7) day a week operation. However, the obligation to provide service to our guests must be balanced with the personal safety of employees and those guests. Employees are expected to be at work when the organization is open. When weather or other conditions may make travel hazardous, employees must exercise their personal judgment in determining when it is safe to travel. Employees who decide not to come to work will need to notify their supervisor of their decision and indicate to their supervisor how their time away from work should be charged (i.e. PTO or non-paid day). In limited situations, we may exercise the right to close the organization. That decision will be made by the President & CEO, or a designee, based primarily upon the general safety of major roadways in Lake, Geauga, and/or Cuyahoga Counties and/or the declaration of states of emergency, and/or hazardous conditions. We will communicate any organization closing through the calling tree list and local media. When the organization makes a decision to close due to inclement weather or other emergencies, non-exempt employees who are not contacted and who arrive at work within two hours of their normal starting time will receive two hours of pay for that day. Employees must check in upon arrival. If representatives are enroute, employee should leave a voicemail or email message on the extension or email. Once the employee has checked-in, he/she may return home. Additionally, if unexpected weather conditions or other emergencies during the day create the need to close the organization early, employees in non-exempt jobs and who are in non-essential roles may be released early and will be given credit for their normal work hours for that day. In both cases, initial closing or closing early, exempt employees will be compensated for their scheduled hours.
- In the event of an emergency that may warrant an office closure, the following procedure has been implemented: Determination of Emergency Conditions: The local Office Administrator in conjunction

with the Office Partner-in-Charge will decide when an emergency condition exists that warrants not opening or closing the office during normal business hours and will communicate that decision to the Director of Administration and Director of Human Resources. When a decision is made to close the office, the Office Administrator will communicate a broadcast message to ALL office personnel. If possible, the broadcast message will be communicated by 6:00 a.m. the morning of the closing or created during the day, if applicable when the office is closing early. Pay Practice: When a decision is made to close an office, the following pay practices will apply: This day will be coded as an office closure day for the designated office. Staff employees will be paid for the hours scheduled to work that day. In the event of a partial day closure, staff employees will be paid for the time the office is closed in which they would normally be scheduled to work. Office closure pay for partial days will be granted only in instances where the employee comes to work on that day. Staff employees who had prescheduled vacation or personal time for that day will not be paid "office closure" pay and will code their time as previously planned (vacation or personal). Any hours worked on an official office closure day at the request of Firm management (after closure is formally announced with procedure specified above) will be coded as additional regular time and overtime may apply (for non-exempt employees) based on the employee's individual work week hours. Unapproved hours worked will reduce the office closure time and be considered regular hour worked. Hourly or part-time employees working less than 30 hours per week will not receive credit for office closure.

## CONCLUSION

For more information on handling employee absence and pay policies related to inclement / adverse weather, please contact ERC at 440/684-9700.

<u>Participation</u>	
118 organizations	
<u>Industry</u>	
Manufacturing	47%
Non-Manufacturing	36%
Not Specified	17%

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