

Partnership for Children of Cumberland County, Inc.
Human Resources Policies and Procedures

Employment Information – Compensation
Section 305 – Emergency Closings

1. General Information

- a. The President may close the Partnership for Children of Cumberland County, Inc. (PFC) offices due to inclement weather or emergencies.

2. Policies

- a. It is the policy of PFC to follow closing announcements issued in regard to Cumberland County government offices. Such announcements will occur on local radio and/or television stations and may be listed online.
- b. When operations are officially closed due to emergency conditions, inclement weather/administrative leave will be applied.
- c. In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off, unless available paid leave, such as unused vacation or personal leave is requested and approved.
- d. There may be circumstances where a non-exempt employee works when the office is closed due to inclement weather/administrative leave. Examples as follows:
 - 1) The employee reports to the office and stays to work, the employee works at home, the employee is at a conference or training and unaffected by the inclement weather. The employee will be compensated for the hours worked. If the hours worked are less than the hours normally worked, they will receive inclement weather/administrative leave for the difference.
- e. If the employee reports to work unaware or before the closing announcement of Cumberland County government offices, the employee will have regular pay for the hours actually worked and then have the inclement/ administrative weather leave upon leaving the building. If the employee chooses to stay in the building to work during the closure they will have regular pay for the time worked. There will be no additional accumulation of inclement/ administrative leave hours due to an employee working during the closure.
- f. PFC will use the start time of 8:00 a.m. in the event that Cumberland County government offices have a delay in opening. Example as follows:
 - 1) A 2 hour delay will start at 8:00 a.m. If an employee's established start time is 7am, this would result in 3 hours of inclement weather/administrative leave. If the employee's established start time is 9am, this would result in 1 hour of inclement weather/administrative leave.
- g. If the President decides that it is essential for an employee to work when the office is closed for inclement weather/administrative leave, the employee will be compensated in addition to payment for hours worked, by receiving either time off or double their hourly rate for the hours worked.
- h. In the event an employee is on approved leave at the time of emergency closing,

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time off will not be charged against the employee's accrued leave.

Policy:

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