



## SNOW/ICE CLOSING PROCEDURE

Although weather remains unpredictable and individual tolerances for snowy/icy conditions exists, these are the guidelines for the closing of Mid offices.

### **Mid offices outside of Kearney:**

The best barometer remains the closing of the county courthouse. When the local (outside of Kearney) courthouse closes, than the local Mid office can close. Staff should contact their immediate supervisor to verify the closing. In the event that the town the office is located in is not located in the county seat, the closing of the office will reflect that of the nearest courthouse to the office.

### **Mid offices in Kearney:**

The Chief Executive Officer (CEO) will make the judgment call on all office closings in Kearney (*not the closing of the courthouse*). Factors that will be considered are snowfall/ice accumulation as well as the potential for increased snowfall or inclement weather for that day. If the weather warrants, a delay in the opening of the office may also be warranted. If it appears that an additional degree of snowfall is to be expected, than the office may remain closed. Each storm will be judged by its potential effect on our ability to operate the facilities.

### **Head Start:**

1. Head Start classrooms will remain linked to the closure of the public school system.
2. When public school announces a later start:
  - Head Start part day/part year morning sessions will be closed.
  - Head Start part day/part year afternoon sessions will be operating at regular time.
  - Head Start/Early Head Start full day/full year will start at whatever time the public school designates as a late start.
  - Head Start/Early Head Start home-based programs' Family Educators will determine if home visits will occur if schools are closed based on safety and road conditions.

Fridays at Head Start Classrooms that do not have children in their classroom, should be linked to the courthouse system (or in Kearney to the judgment of the CEO). Head Start office personnel; see "Mid offices in Kearney".

### **Transportation:**

RYDE closing will be at the discretion of the Transportation Director and the CEO. RYDE is closely linked to contracts, medical services and individuals going to work. This mandates a higher standard of service and more extreme conditions should exist before closing the system. Individuals not on a "need to go" basis can be discouraged or declined due to the road conditions. RYDE operations outside of Kearney should be linked to the courthouse closings or a closing criteria established by the Transportation Director. Please consult with the RYDE Director before closing.

### **WIC/Health Services/CSFP**

The Program Director after consulting with the CEO. will make the call on the outlying clinics. Courthouse closings remain a good barometer, but we need to give consideration to those clinics where we have staff coming in from outside the area. In the event of cancellation of an outlying clinic, individuals may be required to report to the WIC office for alternate assignments. Every effort should be made to deliver this service on the scheduled date. Late openings may be called if the weather looks like it may clear.

### **Meetings:**

This call will fall to the individual going to the meeting. If they feel unsafe in being on the road, then they will need to report to their individual work site.

### **Public Announcements:**

Local radio and/or television should be contacted to advise the public of any cancellations of services during a snow/ice emergency.

**Please keep in mind that we are in the business of supplying a service to our customers. To do this, we will make every effort to remain open during inclement weather. If you feel you cannot make it to the work site, you will have the option of exercising PTO as outlined in the Personnel Manual.**

## Administrative Leave for “Snow Days”

In the event that an office is **closed prematurely** (meaning the office has already opened for the day) and due to inclement weather the office is closed following the procedure set out in the “SNOW CLOSING” policy, Administrative Leave may be granted under the following conditions: (Head Start partial year staff please refer to Section 2 of this procedure) Please note that Administrative Leave for Snow Closings is based on an employee’s FTE, NOT scheduled hours for the day.

To be eligible for administrative leave staff must be at their work station or approved alternate site when the snow closing goes in effect and be benefit eligible (60%-100% FTE, and grandfathered benefit eligible employees).

- Hourly Staff must be present at their work site or approved alternate site at their regularly scheduled time. Hourly staff must also be present at work when the snow closing goes into effect. In the event that hourly staff are scheduled to come in later in the day after the snow closing goes into effect, they would still qualify for Administrative Leave. Any hours worked that day would be charged out to the program the employee is working for, the remainder of hours needed to reach the employee’s assigned FTE would be charged out to Administrative Leave. For staff that were scheduled to come in after the snow closing went into effect, they would record Administrative Leave on their timesheet in accordance to what their assigned FTE is. For example 60% FTE would get 4.75 hours, 80% would get 6.5 hours, etc.
  
- Exempt staff will also need to be present at their work station or approved alternative site when the office closing is announced. In this instance, exempt staff do not record Administrative Leave on their timesheet for the balance of the day of the snow closing, just hours worked.

If staff are unable, or do not want to report for work, due to the inclement weather and their worksite is open, they have the option to utilize PTO as outlined in the Personnel Manual.

In the event that an office is closed **prior to opening** due to inclement weather and following the procedure set out in the “SNOW CLOSING” policy, Administrative Leave will be granted under the following conditions:

Administrative leave will be granted to all benefit eligible staff that were scheduled in on that particular day. If a staff member is on PTO/LWOP the business day before and the day after the snow day, they are ineligible for Administrative Leave.

Please note: That “scheduled in” means exactly that. If you had applied for or were on PTO, LWOP, FMLA, previously granted Administrative Leave for funeral leave, or not assigned to work that day in any way, you are not eligible for Administrative Leave due to the snow closing.

## **Section 2 – Head Start Partial Year Employees**

Head Start Partial Year employees are not eligible for Administrative Leave for agency snow closings as the program makes up the snow days at the end of the school year. The exception to this is on non-classroom days, normally Fridays. Please refer to Hourly Staff on page 1 for instructions on how to record Administrative Leave on agency timesheets. Head Start Partial Year staff will need to utilize PTO for snow closings, or they may choose to take Leave Without Pay for the day(s). Please ensure the choice of PTO or LWOP is recorded correctly on the agency timesheet. If there is not a code on a timesheet that has been turned in, fiscal will code the day as PTO in accordance to their assigned FTE as per the Agency Personnel Manual. Under most circumstances, Partial Year staff do not report to work if the local school is closed or there is a late start (in the instance of at late start, afternoon session staff would report at their regularly scheduled time). The exception would be if granted permission from an immediate supervisor to perform such duties as notifying parents of the closing, etc,. Prior approval **MUST** be granted from the immediate supervisor. In this instance, the Partial Year staff would only record their time worked and it would be coded to Head Start. The rest of their hours for the day (based on their assigned FTE) would be either PTO, or LWOP.

\* Administrative Leave is an agency benefit and is leave granted by the CEO. It is not subject to Federal and State labor laws.