

1.9 EMERGENCY AND INCLEMENT WEATHER

Because SPSA provides essential services to the citizens of our region, every reasonable attempt will be made to open and operate on all regular workdays. In the event of emergency or severe weather conditions, management will determine the hours of operation at SPSA locations and/or may adjust employee work schedules as needed. Management reserves the right to decide whether a position is essential to maintaining operations.

Your supervisor is responsible for telling you whether or not you are essential to maintaining operations during emergency or inclement weather conditions. If you are essential to maintaining operations or contractual obligations, you will be required to work. For non-essential personnel, SPSA endorses the use of liberal leave whenever possible to accommodate employees. Liberal leave can only be taken with specific supervisor approval granted through one-on-one contact. As is always the case, unauthorized absences or failure to follow required divisional or departmental leave approval procedures may result in disciplinary action.

Exempt employees will receive their normal salaries during any work week, regardless of hours worked; however, exempt employees who fail to report to work or who leave early may have the absence charged against their annual leave. Non-exempt employees who are required to work will be paid their regular rate for time actually worked.

In the event of a severe, catastrophic event beyond the bounds of what can reasonably be anticipated by established policy, the Executive Director may amend these procedures and determine how to communicate the change.