

EMERGENCY AND INCLEMENT WEATHER: POLICY 3.03

POLICY

It is the policy of the Southeastern Public Service Authority to provide essential services to the citizens of our region. Every reasonable attempt will be made to open and operate on all regular workdays.

PURPOSE

The purpose of this policy is to provide guidance to employees and supervisors for determining proper procedures to follow if emergency and inclement weather conditions occur.

PROCEDURE

1. In the event of emergency or severe weather conditions, management will determine the hours of operation at SPSA's locations and/or may adjust employee work schedules as needed.
2. Management reserves the right to decide which employees are essential to maintaining operations. Supervisors are responsible for telling employees whether or not they are essential to maintaining operations during emergency or inclement weather conditions. Employees who are essential to maintaining operations and contractual obligations will be required to work.
3. 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.
4. 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.
5. As is always the case, unauthorized absences or failure to follow required departmental leave approval procedures may result in disciplinary action.
6. In the event of a severe, catastrophic event beyond the bounds of what can reasonably be anticipated by established policy, the Executive Director in his/her sole discretion may amend these procedures and determine the means by which any such change must be communicated.

This policy is not an expressed or implied contract nor does it alter the "at will" status of employees and is subject to modifications at the sole discretion of SPSA management as deemed necessary. Implementation of this policy, including but not limited to, all decisions based on its terms, is the ultimate authority of SPSA management.

This policy shall become immediately effective upon the approval of the Executive Director.



John S. Hadfield
Executive Director

January 24, 2003
Effective Date