



POLICY TITLE Emergency/Inclement Weather Policy	POLICY NUMBER 118	DATE OF REVISION April 2, 2020
ADMINISTRATIVE DIVISION Human Resources		PREVIOUS REVISIONS June 15, 2015

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE COMMISSION. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE COMMISSION RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT. THE COMMISSION HAS THE AUTHORITY TO INTERPRET ALL POLICIES.

I. PURPOSE

- A. The purpose of this policy is to establish guidelines for the continuance of essential services during periods of emergency or inclement weather conditions. It is the intent of this policy to provide that all employees who work their regular work schedule in a period in which an emergency closing or delayed opening occurs, shall be compensated accordingly. Nothing contained in this policy is intended to limit, modify or abridge the general authority of RCRC to impose additional and/or extraordinary requirements of service upon its employees during periods of necessity or emergency.

II. DEFINITIONS

- A. **Alpha (Essential) Personnel:** All RCRC employees who, except when specifically exempted, shall continue to perform their assigned duties regardless of existing severe inclement weather or emergency conditions. ALPHA employees will be designated as such by their respective department heads, the Executive Director, or their designees.
- B. **Beta (Non-Essential) Personnel:** RCRC employees not designated as ALPHA personnel. If an emergency, or inclement weather conditions continue beyond 24 hours, the Executive Director or the appropriate department director may convert a BETA employee to an ALPHA employee by phone.
- C. **Emergency Conditions:** Shall be included, but not limited to, such occurrences as explosions, fires, major power failures, acts of violence or terrorism, plagues, pandemics, and major environmental occurrences.
- D. **Inclement Weather Conditions:** Shall include, but not be limited to, such natural weather conditions as snow storms, hurricanes, tornados, floods, and/or the imminent reasonable anticipated occurrences of such conditions.

III. POLICY

A. Designation and Cancellation of Inclement Weather.

1. The Executive Director, or designee, will determine which services need to be continued in order to meet the safety, health, and other vital needs of the community during periods of existing emergency or threatening inclement weather conditions.
2. The Executive Director, or designee, will follow the actions of appropriate State and/or County governmental officials in implementing and cancelling emergency and/or inclement weather conditions under this policy. Emergency and/or inclement weather conditions designations will cease upon order of the State and local government. Announcements will be made before the beginning of each workday or as soon as possible, if an emergency/inclement weather status has been declared.
3. The implementation and/or cancellation of emergency/inclement weather conditions will be communicated by written and/or verbal messages and/or announcements, including those transmitted through local news media, in a manner best calculated to reach the maximum number of employees under the existing circumstances.
4. Employees will be responsible for monitoring local radio and TV stations and the RCRC website for announcements related to the designation and cancellation of emergency/inclement weather conditions. It is the employee's responsibility to monitor for such announcements.

B. Personnel Designations

When an emergency or inclement weather condition designation is declared by State and/or County officials:

1. Full time or part time employees designated as ALPHA Personnel shall:

Before an employee's schedule shift: Report to work at the usual starting time of their work shift, or at a later time if so directed by their department head.

During an employee's scheduled shift: Remain on duty, or if scheduled for duty, will report at their usual reporting time, or at a later time if instructed to do so by their department head.

2. Full time employees who are designated as BETA Personnel shall:

Before an employee's scheduled shift: In the event of a delayed opening or full day closure, be relieved of their duties for the partial day or full day based on the designation and will be paid for hours scheduled to work. These employees will not be charged leave for their absence, will not receive any loss of salary, or annual leave during this period. Partial shift closings and delayed openings will be based on RCRC's business start time of 8:30a.m. and end time of 5:00p.m.

During an employee's scheduled shift: Employee's will be allowed to leave the worksite if instructed by their supervisor and shall be compensated for their normal work schedule.

3. Part time employees who are designated as BETA Personnel Shall:

Before an employee's scheduled shift: In the event of a delayed opening, early closing, or full day closure, be relieved of their duties based on the designation and will not be paid for hours scheduled to work.

During an employee's scheduled shift: Employee's will be allowed to leave the worksite if instructed by their supervisor but will not be compensated for hours not worked.

C. Payment during Emergency Conditions or Inclement Weather

1. Alpha Personnel:

Non-Exempt Alpha personnel will be compensated at their normal rate in the event that they are called in to work. All non-exempt compensation, including but not limited to overtime compensation, will be paid in accordance with state and federal law.

Exempt Alpha personnel compensation will be handled pursuant to policy and state and federal law, subject to approval by the Executive Director or his/her designee.

Alpha personnel that fail to report to work under this policy will be charged annual leave and will be subject to disciplinary action by their supervisor as provided by normal RCRC policy. If the employee has no accrued annual leave, his/her absence shall be documented as leave without pay.

2. Beta Personnel:

No additional compensation will be paid to BETA employees who, through failure to receive notification of partial or full day closure, report to, or remain at work without authorization. If employees are on pre-approved leave with pay during an authorized closing or delayed opening of RCRC operations, his/her hours of leave shall be returned to his/her applicable leave balances. If a full time employee is on an alternate work schedule and is scheduled to work less than eight hours on an eight-hour authorized closing day, he/she will only be paid for hours actually scheduled.

If RCRC operations cease due to emergency or weather conditions, the Executive Director or designee may elect to open RCRC offices on Saturday or another non-traditional work day in order to provide continuance of RCRC services. In this case, employees will be compensated for hours worked in accordance with state and federal law.

D. Flexible Work Schedules: Under certain emergency or inclement weather conditions, the Executive Director, or his/her designee, may provide flexible work schedules for eligible employees

1. RCRC is committed to providing a workplace environment that fosters employees' work-life balance and allows employees to satisfy their personal and family obligations while still meeting their work responsibilities. To that end, RCRC, at the Executive Director's discretion, may offer eligible employees the opportunity to work a flexible schedule.
2. Examples of the types of flexible work schedules that RCRC may consider include the following:
 - a. Flex-time. An employee works full-time, but at different starting and ending times than the times traditionally worked by employees.
 - b. Compressed schedule. An employee works a full workweek in less than five days.
 - c. Job sharing. Two or more employees share one full-time position.
 - d. Part-time work. An employee works less than a full-time schedule.
 - e. Work remotely or telecommute. An employee works some or all of his or her working hours away from the workplace.
3. Employees seeking a flexible work schedule should make a written request to the Executive Director.
4. RCRC may grant eligible employees a flexible work schedule on a case-by-case basis, at RCRC's discretion and dependent upon factors such as the employee's job duties, the employee's experience level and work history, and the needs of RCRC. Only those employees who meet RCRC's performance standards will be eligible for consideration for a flexible work schedule.
5. Should RCRC grant flexible work schedules to employees, it will do so consistent with its obligations under applicable state, federal, or local law, such as the Americans with Disabilities Act, the Family and Medical Leave Act, or to help protect employees and customers from exposure during the novel coronavirus (COVID-19) pandemic. Employees seeking a flexible work schedule as a reasonable accommodation should follow RCRC's Americans with Disabilities Act policy. Employees seeking a reduced work schedule pursuant to the Family and Medical Leave Act or other federal law should follow RCRC's Family and Medical Leave Act policy.
6. An employee who works remotely must make him- or herself available to RCRC at all times during the employee's scheduled work hours. Non-exempt employees working remotely must accurately record all hours worked as required by RCRC.
7. RCRC may require employees working flexible schedules to adjust their schedules to meet the needs of RCRC.
8. Employees who work flexible work schedules must abide by all RCRC policies.
9. At its discretion, RCRC may change or revoke an employee's flexible work arrangement at any time.

Alpha Staff List

- Executive Director
- Deputy Director
- Public Information Officer
- Recreation Superintendents
- Chief Financial Officer
- Senior Accountant – Finance
- Procurement Manager – Finance
- Accounts Payable – Finance
- Payroll – Finance
- Director of Human Resources- Administration
- Risk Manager
- Safety Officer
- Chief Technology Officer
- Parks Superintendent
- Asst. Superintendent – Property Management
- Athletic Supervisor
- Recreation Supervisors
- Facility Repairman
- All maintenance and custodial employees

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Employees who violate this policy or do not comply with the terms of their flexible work schedules may be subject to disciplinary action, up to and including termination of employment.

Employee Name

Date

Employee Signature

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ADOPTED BY THE RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: April 2, 2020
(Date Approved)

Approved: *Lisa D. Cotten*
Lisa Cotten, Chair

(For more information about this policy, contact the Director of Human Resources.)