

DRAFT #2

Emergency and inclement weather closure

Situations such as hazardous weather, unsafe facility conditions and other emergency conditions may necessitate closing one or more District facilities during regularly scheduled hours. The Executive Director or designee will decide if conditions warrant closure and will determine the duration of closure. All emergency closures will be announced promptly to staff, the public and local media, and posted on the district's website.

In the event of a closure of District facilities during normal operating hours, exempt and non-exempt classified staff and exempt unclassified management staff members will be compensated at their normal rate of pay for time scheduled. Administration will instruct staff as to the appropriate way to record closure time.

Hourly staff working at the time of an announced closure will be compensated at their normal rate of pay for time scheduled that day. Hourly staff not working at the time of an announced closure will not be paid.