

## **NRECA LINCOLN OPERATIONS**

### **INCLEMENT WEATHER POLICY STATEMENT**

It is NRECA- Lincoln's policy to follow the State of Nebraska, State Office Building, inclement weather policy. The State of Nebraska, State Office Building's operating status is posted on local TV and radio news broadcasts in the case of a closure.

#### **Office Closure or Early Dismissal:**

1. If the State of Nebraska, State Office Building announces that its offices are closed due to adverse weather conditions, NRECA-Lincoln employees are not required to report to work and the NRECA-Lincoln location will be closed.
  - a. All employees will receive regular base pay during the closure period, unless they have previously scheduled leave.
  - b. Employees who are equipped to telework may be expected to accomplish priority tasks from home.
2. The Lincoln location may authorize an early dismissal and close the office early due to adverse weather conditions.
  - a. In the event of an early dismissal, a full day's compensation will be paid to regular full-time employees who are at work at the time of the dismissal. Regular part-time employees at work will be paid for the hours normally scheduled.
  - b. Employees not at work at the time of the early dismissal will charge the time in accordance to their leave status (i.e. PTO, LWOP, Extended Illness).
3. Non-exempt employees who are specifically requested by their supervisors to work when the office has closed will earn time-and-a-half for hours worked in addition to regular pay due to the office closure.

#### **General Guidelines – when the Lincoln location does not close:**

1. If adverse weather conditions exist, and the Lincoln location does not close, with the safety and welfare of our employees as a concern, employees will determine for themselves their ability to drive to work safely, the condition of their vehicle, and the immediate road conditions.
2. When the Lincoln Public Schools are closed due to snow, employees are allowed to wear jeans to work the days LPS is closed.
3. Employees who do not report to work due to adverse weather conditions will use PTO or leave without pay if their PTO has been exhausted. If feasible, employees may be allowed to make up missed work time within the work week, with prior approval from their supervisor.

4. Employees are responsible for notifying their supervisors as early as possible if they cannot attend work because of the weather.
5. Managers or their designees may permit employees to leave early in the interest of the employee's safety.

**Communication Guidelines:**

In the event of an office closure or early dismissal, employees are required to adhere to the following communication standards:

1. Update telephone message recording to inform callers that NRECA's Lincoln office is closed.
2. Turn on e-mail Out-Of-Office Assistant with an appropriate message, such as *"It is NRECA's Lincoln location's policy to follow the State of Nebraska's hazardous conditions status. Due to the State Office Building's closure, NRECA's Lincoln location will be closed today (or closed at 3:00 PM today). I will check email periodically and will respond as quickly as possible."*
3. Check and respond to voicemail and email messages at least twice a day. If you cannot, relay in your voicemail and email recordings who can be contacted in your absence.