

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Policy and Procedures Manual

POLICY TITLE: Inclement Weather

POLICY NUMBER: 2330

Adopted: March 7, 2024

Amended:

REFERENCES: Administrative Leave Act of 2016 § 630

Section 2330.01 Purpose

It is the policy of the District to remain open during most periods of inclement weather; however, where extraordinary circumstances warrant, the District reserves the right to close the facility. If citizens or employees are endangered, or conditions/events impede an agency's regular work and responsibilities or prevent employees from safely traveling to or safely performing work at work locations (for example, agency-specific emergencies such as a building fire, power outage, or burst water pipes), it may need to close or restrict its activities. These procedures reflect the principle that the District's vital services must continue without compromising the safety of our employees and the general public. In an emergency situation, timing is crucial. Thus, employees should refer to the District and call during periods of adverse weather to find out if the facility is open or closed.

Section 2330.02 Procedures

The District will make a decision by 6:30 a.m. whether the facilities will be open or closed for the day during periods of inclement weather and communicate this to the staff via email, phone, and text message.

Regardless of whether the District is open or closed, it is each employee's decision as to whether it is safe to report to work during such weather. Employees must advise their manager or supervisor as soon as possible if they are unable to report due to inclement weather.

Wherever possible employees shall work remotely in these adverse conditions. This does not allow remote work outside of inclement or emergency situations.

Facility Closed

If the facility is announced to be closed on the given day, all exempt level staff will receive their regular pay for the day of closure. For hourly employees on a day of closure, an employee will receive an amount equivalent to four hours of base pay for the day. All possible notice will be given to the public beforehand to ensure all customers and employees know about a possible closure.

Facility Open

If the facility remains open on an adverse weather day, employees who report to work will receive their normal pay for the day, i.e. exempt staff will receive their regular salary and hourly employees will be paid at their base rate plus incentives for all hours worked. If an employee

elects not to report to work when the facilities are open, the employee will be required to paid time off or take leave without pay.

On -Call and Emergency Personnel

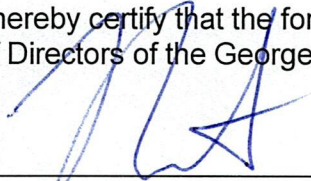
Essential employees are those who must work during inclement weather or other emergencies. They are deemed essential at the discretion of the General Manager.

Flexibilities

In addition, supervisors and employees understand options available to them during each type of operating status announcement. That includes telework, unscheduled leave, leave without pay, etc. It's important to note that written telework and other agreements must still comply with applicable statutory and regulatory requirements.

Certification

I hereby certify that the foregoing is a full, true, and correct copy of Policy 2330 adopted by the Board of Directors of the Georgetown Divide Public Utility District on March 7th, 2024.



Nicholas Schneider, Clerk, and Ex-Officio
Secretary, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

DISTRIBUTION: