Extension Guide to Emergency Closings

November 2015

This document serves as an additional resource regarding alterations of operations of County Extension Offices, 4-H Camps, Leadership Centers and other off-University of Kentucky Campus Extension facilities and should be used in concert with the University of Kentucky’s Human Resources Policy and Procedure, Number 71.0: University Emergencies and with any county Emergency Action Plan.

Differences between Extension Off-Campus Operations and UK Campus Operations

Alterations of UK Campus operations may or may not affect operations of Extension off-campus facilities.

Alterations to operations for off-campus Extension facilities may occur because of local emergencies or other unusual conditions.

Determining Alterations in Operations of Off-Campus Extension Facilities

- Authorized Personnel will be responsible for determining delays or closings of Extension Facilities. Procedures for determining closings or delays are:
  - County Office Staff Coordinators will notify the appropriate District Director.
  - 4-H Camp Manager will notify the State Camp Director or 4-H Assistant Director.
  - 4-H Leadership Center Director will notify the 4-H Assistant Director.
  - Other Extension Facility Directors will notify appropriate supervisor.
- Local points of contact (Staff Coordinators, camp manager, etc) will notify all affected employees of any changes in operations.
- Supervisors (District Directors, Assistant Director’s Supervisors, etc) will notify Director of County Operations Office of all changes of operations (this includes closings, delays and reopening of offices.
- Director of County Operations will notify UK HR of change of operations.

Emergency Leave Policy for Regular Bi-weekly and Monthly employees:

- Regular, Bi-weekly – delays and closings must be indicated on timesheets with a 7407 code. County agents and bi weekly employees should not report to work during a delay or closure period designated by the County Fiscal Contact and District Director. If an employee comes to work during an emergency closing, they will not receive emergency closing time at a later date.
- Regular, Monthly (Agents) – Communicate with District Director as to work status during the emergency.
- FAQ’s on emergency leave reporting are located http://www.uky.edu/HR/PlanBFAQ.html

Emergency Policy for Extension employees on leave, required to work or NON-Regular Employees:

Employees on any leave during alterations will not be entitled to provisions or UK HR Policy #71.
Non- Regular employees are only paid for actual hours worked and will not be paid for the Emergency Closing time if they did not come in to work.