

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.