

Extension Guide to Emergency Closings

February 2013

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. If an employee comes to work at the regular start time during an emergency closing, they can take off time worked during the closing. Options based on supervisor approval include: leaving early the same day by the increment of time they came in

before the office officially opened or remaining until close of day and taking the emergency closing time within a 6-week time period.

- 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.

Employees required to work during alterations are required to follow 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.