



## Emergency Closures

As a general practice, Catholic Charities of Northeast Kansas (CCNEK) makes every effort to maintain normal business operations. However, there may be occasions where normal operations would pose a risk to staff, volunteers and clients of the agency and a decision to close the agency must be made. Emergency closures may be prompted by severe weather, a utilities failure, system interruptions, fire, natural disaster or other emergency situations. The purpose of the Emergency Closures policy is to set guidance by which a decision to close some or all CCNEK locations is made and to ensure decisions are made in a clear, orderly and coordinated manner.

### Process and Procedures

Employees are expected to report to work as scheduled when CCNEK is officially open for business. Employees who do not report to work, due to severe weather conditions or other real impediment, when the agency is open will not be paid for the time off under this policy. They may, however, request available paid leave time, such as vacation or floating holiday pay. Employees without paid leave available may be required to take the time off without pay.

If CCNEK officially closes for business due to an emergency, the time off from scheduled work will be paid. Employees with phone and internet access may be asked to work on a day when operations are officially closed.

- Employees who typically work at a CCNEK administrative or support center office should work remotely, if they are able to do so.
- Employees working remotely should continue to work remotely.
- Employees who cannot perform their jobs remotely should not report to work.

In the event of severe weather, road conditions will be monitored via local news reports and state department of transportation reports, as appropriate. The following individuals are responsible for watching the local news, monitoring the weather near their location and reporting this information to the Vice President of Human Resources by **6:15 am** on the day of the event.

- Family Support Center Manager - Leavenworth
- Family Support Center Manager – Topeka
- Family Support Center Manager – Atchison
- Family Support Center Manager- Lawrence

The Vice President of Human Resources will monitor the Greater Kansas City area (Johnson and Wyandotte counties) and will work with the President/CEO to determine a final resolution. The decision to observe a late start or officially close due to severe weather will be made by **6:30 am** on the day of the event and communicated to staff via the agency's Text Alert system, CCSALL email, and CCNEK social media channels.



If an employee is uncertain about the procedure for their program or department, they should contact their supervisor directly for guidance. Those working in program areas that have different operating hours (e.g., TurnStyles) instructions from the departmental supervisor will supersede this policy and procedure.

### **Recording Emergency Closure Paid Time**

Emergency Closure time is paid at an employee's base pay rate at the time of the closure. Paid time off for emergency closure will not be counted as hours worked for purposes of determining overtime pay. Any hours worked remotely during an Emergency Closure should be recorded as hours worked.

Employees shall indicate time not worked on their timesheet using the "Emergency Closure" pay type:

- Non-exempt (hourly) employees shall record emergency closure pay for the time they were scheduled to work on the day of closure.
- Exempt (salaried) employees shall notate a full-day emergency closure on their timecard.

An employee already out on a scheduled day off (such as vacation, floating holiday, leave of absence, etc.) will not receive Emergency Closure pay.

### **Disaster Closures**

In the event of a disaster or prolonged emergency situation that may prohibit access to and the use of any Catholic Charities location, an alternate or temporary location will be identified where employees should report for work and further instruction. This information, along with any closure information, will be made available via the agency's Text Alert system, CCSALL email, and CCNEK social media channels.

If any employee is uncertain about what they should do, they should contact their immediate supervisor directly for guidance.

In the event both CCNEK text alert and computer systems are simultaneously jeopardized and no longer available for use, the organization's role and command structure will be identified in relation to those of regional or county emergency response agencies. Employees should refer to local resources for civil preparedness and emergency response.

- Regional: FEMA Region VII (Iowa, Kansas, Missouri, Nebraska) at [www.fema.gov](http://www.fema.gov)
- Kansas: KDHE Disaster Recovery Information at [www.kdheks.gov](http://www.kdheks.gov)
- Missouri: State Emergency Management Agency (SEMA) at [www.sema.dps.mo.gov](http://www.sema.dps.mo.gov)
- Local: Prepare Metro KC at [www.preparemetrokc.org](http://www.preparemetrokc.org)