

## Appendix \_\_\_\_\_

### **Compensation Procedure in 24/7 Operations related to *Official Closing Policies***

This procedure is an addendum to the policies on *Official Closing or Delayed Start Time* and pertains to compensation for employees in operations that run on a schedule of 24 hours, 7 days per week.

The policies on *Official Closing* provide for compensation at time and one half pay to employees required to report to work to provide essential services during the period of closing. When an official closing is declared, it is implied that the closing is in effect until the next business day. It is also recognized that weather conditions could significantly improve during the period of closing. Employees working in 24/7 operations and reporting for an assigned shift later in the day may not be impacted by weather conditions; therefore, compensation at time and one half may not be necessary for the full period of official closing.

The Director of Life Safety (SJU)/Security (CSB) will have the authority to designate the “conditions safe” status for the purpose of determining the amount of hours in a closing period for which employees providing essential services will receive time and one half compensation.

***Example:*** Official Closing declared at 8 a.m. due to weather conditions. The severe weather conditions subside by 3 p.m. on the day of closing. Essential service employees will be compensated at time and one half for hours worked from 8 a.m. to 3 p.m. and at straight time for hours worked beyond 3 p.m.

*Adopted December 2008*