

# CLA Inclement Weather/ Emergency Policy

## Inclement Weather/Emergency Policy

CLA recognizes the fact that inclement weather and other emergencies can affect the company's ability to open for business and the employee's ability to get to work. The safety of our employees is paramount in any emergency. No policy can cover every potential emergency situation, so this policy covers the most common.

Fortunately, emergencies and inclement weather days are infrequent, but these are the guidelines for when they occur.

## Company Closure

When an emergency such as these examples occurs, the company is closed.

- over 2" of snow falls,
- severe icy road conditions,
- electricity is out,
- the governor declares a weather emergency and asks people to stay off the roads.

We will keep the company closed for the briefest period of time possible. During the time when the company is closed, **associates** will receive their regular rate of pay for their regular scheduled hours. No overtime will be paid. All associates who have the ability of doing their work from home will be expected to do so.

Payment of wages to employees, who are not at work, ends the day the company reopens.

## Notification

In an emergency the executive or designate will send out notifications through our new company website and your CLA email address with updates on closures and re-openings. Managers will make every effort to notify employees by phone of the closure. Make sure they have a good contact number or you have theirs. The company will post notices on its website, [www.claweather.com](http://www.claweather.com). Please check this website for information and notifications. You may also log into your email from any computer with internet access to access the same updates. To access your email, type mail.clacorp.com into the computers browser and once there, use your current user name and password. Your CLA email can also be setup on most mobile devices by adding it through your mail account settings. Information will be sent through both the website and email. Please be sure to check these for latest updated information

All of these assume that all or some employees have access to electricity and phones. Employees are encouraged to own, for example, a radio that runs on batteries so they do not lose contact with the outside world. But, in a regional power outage, recognize that the employer's best efforts to notify employees of the closure may not work.

When the employer is unable to notify employees of the closure, employees are asked to use common sense and make their best assessment of the safety and practicality of the situation. In a regional power outage, for example, employees will know that the company is likely to have no power. If more than 2" of snow falls or icy road conditions exist, employees should come into work only if they can make it safely. If you cannot come to work safely, please notify your manager.

### **Extending Employee Leave**

When the company closure ends, all employees are expected to report to work whether the closure ends on day two or thereafter. Payment of salary or hourly wages ends on the day the company reopens.

Employees who cannot return to work at the end of the company closure must arrange additional time off with their manager. If the employee has used up PTO, he or she will be required to apply for an extended unpaid leave of absence. The company recognizes that some employees may need additional time off to repair extensive home damage, for mass transit to be available for transportation to work, and a variety of other emergency situations. These will be assessed on a case-by-case basis and decisions will also be affected by the employee's job requirements.

### **Part-Day Closure**

If an emergency event such as inclement weather or a power outage occurs, the executive team may determine that the company will close mid-day. When the company closes mid-day, employees are encouraged to leave immediately so that the conditions do not further deteriorate and affect their ability to safely travel.

Exempt employees who were, working at home with prior permission, or at the office on the day of the partial day closure, will be paid their normal salary. Employees who had taken the day off will have the day subtracted from their allotted PTO as would have occurred if the company did not close.

### **The Company Is Open and the Employee Cannot Get to Work**

Individual employee circumstances may affect an employee's ability to come to work. Key to assessing the situation on a case-by-case basis is the communication between the employee and his or her manager. The company recognizes that in a severe national or regional disaster, all methods of communication may be unavailable, but employees should persist, by any method possible, to reach their manager to discuss individual circumstances.