

G. OFFICE CLOSURE AND EMERGENCY DUTY PAY PROVISIONS

The Executive Director or the Governor may declare office closure and/or emergency duty when an Act of God or other conditions make it impractical for employees to work.

If the Executive Director or the Governor officially directs the closure of the Commission's offices and/or emergency duty, employees will be paid as follows:

Exempt and Non-exempt who are scheduled to work during office closure and/or emergency duty declaration but are not requested to work by their supervisor or Executive Director will receive regular pay for the hours they were scheduled to work during office closure and/or emergency duty.

Exempt employees who are specifically requested by their supervisor or the Executive Director to be on emergency duty and/or to work during office closure shall receive straight compensatory time for every hour they are required to work. Exempt employees are allowed to earn a maximum of 16 hours per day during the office closure and/or emergency duty.

Non-exempt employees who regularly report to the office who are scheduled to work and are specifically requested by their supervisor or the Executive Director to work during office closure shall receive pay for hours worked at their regular hourly pay plus time and one-half. For time worked outside of office closure hours they will be compensated at time and one-half.

Non-exempt employees who do not regularly report to the office who are scheduled to work during emergency duty shall receive their regular hourly pay plus time and one-half. Office closure does not apply to non-exempt employees who do not regularly report to the office.

Non-exempt employees who are not scheduled to work and are specifically requested by their supervisor or the Executive Director to work during office closure and/or emergency duty declaration shall receive time and one-half for hours worked during the office closure and/or emergency duty declaration that they were not otherwise scheduled to work.

For those persons who are designated on-call during office closure or emergency duty, the provisions of the Commission's on-call policy shall be in effect.

Office closure pay will only apply to office personnel from Monday through Friday during the hours of 8:00am to 4:30pm. Office personnel will receive office closure pay only if the specific location they regularly report to is closed. Employees who are unable to report to work before or after the office closure and/or emergency duty will be required to use their annual leave or may be allowed to charge the leave to straight compensatory time leave and then earn straight compensatory time up to the amount of the leave

charged. The Executive Director has the discretion of granting non-chargeable leave in extraordinary situations.

The Executive Director can officially lift the office closure and/or emergency duty prior to the orders of the Governor's office once he has determined it is necessary and safe for employees to return to normal operations. In the event of a discrepancy between Governor and Executive Director in the timing (i.e. calling or lifting) of the declaration of office closure or emergency duty, the timing of the Executive Director shall govern.

Exempt employees are to exhaust all compensatory time available, if any, before using any annual leave. All unused compensatory time earned by exempt employees shall be paid to the employee on the last payroll check of the same calendar year to which it was earned.

During office closure for the Reward and Recognition Banquet **all employees who are scheduled to work during office closure** from the end of the banquet to 4:30pm will receive regular pay. Therefore, **non-exempt employees who are scheduled to work** and continue to work during office closure will receive regular pay plus time and one-half from the end of the banquet to 4:30pm. **Non-exempt employee who are not scheduled to work** during the banquet and choose to attend the banquet will be paid their applicable overtime rate of time and one-half.

The Executive Director reserves the right to edit/change any of the above policies as he sees fit.