

Extension “Quick Guide” to Emergency Closings

Updated: October 8, 2008

This document serves as an additional resource regarding alterations of County Extension Office Operations and should be used in cooperation with the University of Kentucky’s Human Resources Policy and Procedure, # 71.0: University Emergencies, <http://www.uky.edu/HR/policies/hrpp071.html>

Differences between Extension Office Operations and UK Campus Operations

- Alterations of UK campus operations may or may not affect County Extension Office operations.
- District Directors may declare alterations to Extension Office operations for unusual conditions.
- Agents must receive approval from the District Director to alter County Extension Office hours.
- Agents must effectively communicate operation changes to county office staff.

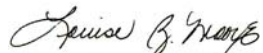
Emergency Leave Policy for regular Bi-weekly and Monthly employees:

- 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.

Emergency Policy for Extension employees on leave, required to work or non-regular employees:

1. Employees on any leave during alterations will not be entitled to provisions of UK HR Policy #71.
2. Employees required to work during alterations are required to follow UK HR Policy # 71.
3. Non-regular employees will not be paid for the Emergency Closing time if they did not come in.

Being an effective communicator and following policy is the key to successfully working through an emergency situation. Please contact me if you have questions or concerns.



District Director
District 2