

## Extension Guide to Emergency Closings

*This document serves as an additional resource regarding alterations of operations of County Extension Offices, 4-H Camps, Leadership Centers and other off- University of Kentucky Campus Extension facilities and should be used in concert with the University of Kentucky's Human Resources Policy and Procedure, Number 71.0: University Emergencies and with any county Emergency Action Plan.*

### Differences between Extension Off-Campus Operations and UK Campus Operations

- Alterations of UK Campus operations may or may not affect operations of Extension off-campus facilities.
- Alterations to operations for off-campus Extension facilities may occur because of local emergencies or other unusual conditions.

### Determining Alterations in Operations of Off-Campus Extension Facilities

- Authorized personnel will be responsible for determining a need for delays or closings of Extension Facilities. Procedures for determining closings or delays are:
  - County Office Staff Coordinators/County Managers will notify the appropriate Area Director.
  - County Director will notify the Area Director.
  - 4-H Camp Manager will notify the State Camp Director or 4-H Assistant Director.
  - 4-H Leadership Center Director will notify the 4-H Assistant Director.
  - Other Extension Facility Directors will notify appropriate supervisor.
- Area Extension Directors or County Directors will make the final determination.
- Local points of contact (County Managers, Staff Coordinators, camp manager, etc.) will notify all affected employees of any changes in operations approved by the Area Director or County Director.
- Area Directors and County Directors will notify Regional Director's Office of all changes of operations. This includes closings, delays and reopening of offices.
- Regional Director will notify Extension HR of change of operations.

### 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. County agents and bi-weekly employees should not report to work during an approved delay or closure period. If an employee works during an emergency closing, they will not receive emergency closing time at a later date.
- Regular, Monthly (Agents) – Communicate with Area Director or County Manager as to work status during the emergency.
- FAQ's on emergency leave reporting are located at: <https://www.uky.edu/hr/hr-home/answers-to-frequently-asked-questions-regarding-emergency-delaysclosures-plan-b>

### Emergency Policy for Extension employees on leave, required to work or NON-Regular Employees:

- Employees on any leave during alterations will not be entitled to provisions or UK HR Policy #71.
- Non-Regular employees are only paid for actual hours worked and will not be paid for the Emergency Closing time if they did not come in to work.
- **Remember that the goal of Extension is to remain operational and to avoid closure whenever possible so as to ensure continuity of service.** Offices may be designated as "closed to the public, operating remotely", or individual employees may be asked to perform work despite an office closing. **Employees or offices instructed to work onsite or remotely will not be eligible for Emergency Closing time and should not enter Emergency Closing time.**