



INCLEMENT WEATHER PROCEDURE

OVERVIEW

Inclement Weather is defined as any severe or harsh weather condition that makes it unsafe or impractical to travel, commute or work outdoors. Should inclement weather prevent the safe operation of services, the ICVB/ICC Management may declare an inclement weather day that allows for remote work, closure, or delayed start.

Prior to inclement weather approaching or being forecasted, employees may be asked to take their laptop home and any other necessary items needed to work remotely.

PROCEDURE

Closing Office (partial or all day)

In the event that inclement weather temporarily suspends operations, employees will be compensated as set forth below.

Non-exempt Employees: If Management closes the office early or for the entire day, or authorizes reduced staffing, an employee scheduled to work will be paid for his or her normal work shift, or the remainder of his or her shift, for that day. A non-exempt employee who remains as part of a “skeleton” crew will be allowed to accrue compensatory time or be paid overtime.

When a non-exempt employee **voluntarily** misses work hours due to inclement weather, such absence will be charged to compensatory time, available vacation, personal leave or any other accrued paid leave available in the employee’s paid leave bank. If accrued time is not available, the leave will be considered to be without pay. Management, at personal discretion, may permit employees to make up the time lost from work.

Exempt Employees: When an exempt employee **voluntarily** misses a full workday due to inclement weather, such absence may be deducted from an employee’s available vacation, personal leave, or any other accrued paid leave. An exempt employee’s pay will only be docked if there are no paid leave hours in the employee’s paid leave banks.

Working Remote

If the ICVB/ICC Management declares the building closure, employees may be given the opportunity to work remotely. Employees are required to be available during the regular business hours they work.

If a power outage prevents a person from working remotely, that employee will be allowed to use vacation, personal or any other accrued paid leave. Exempt and non-exempt employee’s pay will be docked only if there are no paid leave hours in the employee’s paid leave banks.

NOTIFICATION PROCESS

Remote Work Site, Delayed Start time or Building Closure

Inform ICC leadership of decision (remote work site, delayed start time, building closure) so the Security Office can be contacted. If the building is closed, security will place the Inclement Weather

Sign on the front door of the offices (on page 3).

The Executive Director or Assistant Executive Director Finance/Administration will send out communication via email and/or Teams informing employees:

- To work remotely if the ICVB offices are closed or the roads are deemed unsafe; or
- Information on delayed start times.

Update closing/delayed start time outgoing information on phones. Outgoing information will be recorded prior to the inclement weather event so that it will only need to be “turned on” the day of the inclement weather. The Senior Marketing and Communications Coordinator position will be responsible for changing the outgoing message.

In the interest of employee safety, the administrative offices are currently closed due to current/forecasted weather-related conditions.

We apologize for any inconvenience.

**For visitor information, please visit our websites at
www.irvingtexas.com &
www.irvingconventioncenter.com**