

Inclement Weather and Emergencies Policy

INTRODUCTION

The Board of Elders recognizes that inclement weather events such as snow to sleet and ice and other emergencies ranging from flooding to terrorism to civil unrest can and do happen. We must prepare our church for closure when the congregation and employees would experience dangerous conditions. No policy can cover every potential emergency, so this policy covers the most common related to our congregation in the following three areas: weekend worship services and other gatherings; weekday worship services, bible study groups, and various meetings; employee work and vendor work cancellations.

The Oxford dictionary defines an emergency as a "serious, unexpected, and often dangerous situation".

Of course, we only want to remain closed for the briefest time possible, but our primary goal is to keep everyone safe.

CHURCH CLOSURES

I) Weekend Worship Services and other gatherings

A) In the event of predictions of inclement weather – snow, sleet, ice

- 1) Snow – predictions of 8 inches or more of snow in the 12 hour period leading up to Sunday worship service time of 8 AM or the 12 hour period before a planned gathering, the church will cancel those worship services and bible study and/or other planned weekend gathering.
- 2) Sleet and/or icy conditions – a crippling and/or treacherous storm or sub zero temperatures that renders the Fort Collins area roads too dangerous to travel in the 12 hour period leading up to Sunday worship service time of 8 AM or the 12 hour period before a planned gathering, the church will cancel those worship services and bible study and/or other planned weekend gathering.

- #### B) Other Emergencies – mandatory situations deemed necessary by law enforcement or other government agencies leading up to Sunday worship service time of 8 AM or before a planned weekend gathering, the church will cancel those worship services and bible study and/or other planned gathering.

*Communication of any closure will be made by all means available as soon as possible

II) Weekday worship services, bible study groups, and various meetings

A) In the event of inclement weather – snow, sleet, ice

- 1) Snow – closures of schools, businesses and roads the day of a weekday worship service or bible study group or various meetings, the church will cancel those worship services and bible study and be closed to all meetings.
- 2) Sleet and/or icy conditions – a crippling and/or treacherous storm or sub zero temperatures that renders the Fort Collins area roads too dangerous to travel the day of a weekday worship service or bible study group or various meetings, the church will cancel those worship services and bible study and be closed to all meetings.

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III) Employee work and Vendor services

- A) In the event of inclement weather – snow, sleet, ice

- 1) Snow – closures of schools, businesses and roads the day of a weekday the church office will be closed. Regular office operations will resume as soon as possible as conditions improve and as schools, businesses, and road conditions open. While the office is closed, exempt employees will continue to be paid their full salary as if normal hours were worked for up to three business days. Non-exempted employees will receive their hourly pay for normally schedule hours for up to three business days. Employees will be asked to use PTO if the closure goes longer than the three business days in the same workweek. In both instances, if the situation warrants, review of further pay consideration based on an extended closure will be made by the Board of Elders. No over-time will be paid to any employee. Trustees will coordinate with janitorial services and any other applicable vendor to reschedule their services.
- 2) Sleet and/or icy conditions – a crippling and/or treacherous storm or sub zero temperatures that renders the Fort Collins area roads too dangerous to travel the day of a weekday the church office will be closed. Regular office operations will resume as soon as possible as conditions improve and as schools, businesses, and road conditions open. While the office is closed, exempt employees will continue to be paid their full salary as if normal hours were worked for up to three business days. Non-exempted employees will receive their hourly pay for normally schedule hours for up to three business days. Employees will be asked to use PTO if the closure goes longer than the three business days in the same workweek. In both instances, if the situation warrants, review of further pay consideration based on an extended closure will be made by the Board of Elders. No over-time will be paid to any employee. Trustees will coordinate with janitorial services and any other applicable vendor to reschedule their services.

- B) Other Emergencies – mandatory situations deemed necessary by law enforcement or other government agencies the day of a weekday the church office will be closed. Regular office operations will resume as soon as possible. While the office is closed, exempt employees will continue to be paid their full salary as if normal hours were worked for up to three business days. Non-exempted employees will receive their hourly pay for normally schedule hours for up to three business days. Employees will be asked to use PTO if the closure goes longer than the three business days in the same workweek. In both instances, if the situation warrants, review of further pay consideration based on an extended closure will be made by the Board of Elders. No over-time will be paid to any employee. Trustees will coordinate with janitorial services and any other applicable vendor to reschedule their services.

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