



## INCLEMENT WEATHER PROCEDURE

### OVERVIEW

Should a weather event prevent the safe operation of services, the ICVB/ICC Management may declare an inclement weather day that allows for closure, delayed start, or early closure of the office. 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 is considered to be without pay or charged to compensatory time, available vacation, personal, or any other accrued paid leaves available in the employee's paid leave bank. 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 shall not be deducted from the employee's pay, but may be deducted from an employee's available vacation, personal, or any other accrued paid leave. An exempt employee's pay will be docked only if there are no paid leave hours in the employee's paid leave banks.

### PROCEDURE

#### **When severe weather is forecast for the next morning commute**

Maura & Mike will communicate regarding appropriate opening time for the office

When practical, follow the IISD schedule

Consider the City of Irving's Emergency Operations Center weather notifications/alerts

Consider the entire DFW area weather condition expectations

#### Steps to be completed:

- 1) Inform SMG Leadership so that if necessary, the Security Office can be contacted to have them put out the Inclement Weather sign, or ensure front desk coverage by SMG staff
- 2) Send mass text to all ICVB staff regarding opening time of the office  
Staff meeting with clients are to use their best judgment regarding coming in or not.

#### **When severe weather is occurring during day**

Maura & Mike will communicate regarding appropriate closing time for the office

#### Steps to be completed:

- 1) Inform SMG Leadership so that if necessary, the receptionist can put the Inclement Weather sign on the front door, otherwise SMG will provide front desk coverage
- 2) Send mass text to all ICVB staff regarding closing time of the office

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](http://www.irvingtexas.com) & [www.irvingconventioncenter.com](http://www.irvingconventioncenter.com).