

River Valley Child Development Services

Emergency Closings Policy Procedure

Effective: February 17, 2014

- For sites owned and/or operated by RVCDS, the Executive Director of RVCDS or his/her designee, will determine if circumstances warrant the closing of a program or program site. Upon making the determination, the Executive Director or designee will immediately contact the Program Director, who will alert the program staff via the program's phone tree.
- For sites owned and/or operated by outside entities, the Program Director is responsible for obtaining information concerning the closing of those sites and immediately informing the Executive Director or designee.
- If the Executive Director decides to close the entire agency, the Executive Director will notify the Program Directors that the agency will be closed and they will inform staff. If staff are already at work when the agency is closed, or were intending to come into work prior to its closure, they will be paid for whatever time they were scheduled to work that day such as:
 1. Scheduled 8 hours- paid 8 hours (record 8 hours on timesheet)
 2. Schedule 10 hours- paid 10 hours (record 10 hours on timesheet)
 3. Scheduled 0 hours- paid 0 hours (leave field for that day blank)
- If employee has chosen to stay home that day for whatever reason **prior** to the emergency closing, employee will request and take available leave.
- If an essential task* (ie payroll) is scheduled to be performed on an Emergency Day, the non-exempt person performing the task will be paid double for the hours worked. * to be determined on an individual basis by Executive Director and Program Director