

6.11 Emergency Closings or Delays

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to announce emergency facility closing(s) and delays due to inclement weather or other catastrophic events as determined for the safety and protection of employees.

Procedure:

Responsibility for closure/delay decisions are as follows:

- Retail Stores, Used Cars, Salvage—CEO/President or Director of Retail
- Contracts—CEO/President or Director of Contracts
- Career Services—CEO/President or Director of Career Services
- Administration, Transportation & Maintenance—CEO/President or Director of Facilities

In the event such an emergency occurs during non-working hours, the CEO/President will direct the Director of Communications to announce delays and closures on local radio stations, local newspaper websites, email, text messaging, and social media (Facebook.)

Unless otherwise stated in the appropriate worksite fact sheet, missed working hours due to emergency delays or closures will be unpaid. Employees may use accumulated paid time off (or vacation pay) upon supervisor approval. Designated, “Essential Personnel” may be asked to work when operations are officially closed. Employees who work during emergency closures or delays will receive their regular pay.

Senior management and other leadership staff should refer to the latest Disaster Recovery Plan for more information.