

Dorchester Presbyterian Church
Addendum 1: Pay Policy for teachers and staff during inclement weather closings and
other unexpected short term emergency closings
Session Approved: November 21, 2017

- 1) When there is advanced warning of inclement weather conditions, the Director(s) and Pastor(s) take into consideration weather advisories including Dorchester and Charleston County Emergency Management advisories, Dorchester County School System closings and Governmental closings in deciding to close GSS and/or the Church office.
- 2) Closings for all other reasons, generally where there are no advanced warnings, are decided by the Director(s) and Pastor(s) based on the severity of the situation.
- 3) Teachers, staff and parents will be notified as soon as practical regarding the decision to close.
- 4) When the decision has been made to close GSS and/or the Church office temporarily due to inclement weather or for other reasons such as a utility failure (examples: loss of power or water, sewer back-up), teachers and staff will be paid as follows:
 - a) Employees scheduled to work during the closing will be paid their regular rate of pay for their scheduled work hours up to a maximum of 3 days per event.
 - b) Employees who have scheduled Personal days or Vacation days prior to the closing announcement are not eligible for compensation under this pay policy until their scheduled return to work.
 - c) Employees who do not return to work upon reopening will not be compensated unless their absence has been excused.
 - d) For closings longer than 3 days employees may use any remaining Personal Days or earned Vacation days to avoid a loss of pay.
 - e) Should it become necessary to close for longer periods, the expected duration of the closing along with this pay policy will be reviewed and employees notified of how they will be affected.