

GOODWILL INDUSTRIES OF THE INLAND NORTHWEST
Policies and Procedures for Weather Closure

Subject: Weather Closure	
Current: 01/28/2011	
Prior Revisions: 01/31/2008, 02/26/2009	
Approval:	Date:

POLICY/PURPOSE:

This policy outlines the steps taken to determine when it is necessary to discontinue Retail, Donated Goods, and/or Corporate activities due to weather or other unusual circumstances. Goodwill employee and customer safety is of prime concern when poor weather conditions impact the communities we serve. To this end please note the following information regarding Goodwill's Weather Closure Policy:

DEFINITION:

When weather conditions distress our communities to the point that school districts are closed and/or public transportation is shut down, Goodwill Industries of the Inland Northwest **will consider** suspending operations at one or more Goodwill location(s) when safety becomes concern.

As a matter of practice, Goodwill does not close retail facilities nor does it close administrative offices under poor weather conditions unless operational safety becomes a concern at a particular Goodwill location.

Goodwill does not automatically close facilities when school districts close or when public transportation becomes unavailable.

Goodwill certainly does not want employees to risk personal safety when traveling to work, however, **difficult commute conditions do not necessarily translate to the closing of Goodwill offices, services or facilities.**

Employees should always plan to arrive at work on time when it is safe to do so. Tardy arrivals will be excused when weather related conditions impact work commutes, e.g. extra commute time due to poor roads, re-arranging childcare when schools/daycares are closed, delays in public transportation, etc. While tardy arrivals and excused absences during poor weather conditions do not negatively impact attendance records, employees must always (per policy) contact their supervisor if they are unable to arrive to work at the start of their regular shift. When safety factors keep employees at home they may request available vacation or personal hours to help offset lost wages.

To clarify, employees should always think that offices, facilities and services will be open during poor weather conditions unless the CEO or the CEO's designee determines that one or more facilities should close do to safety concerns

CLOSURE DETERMINATION:

INCLEMENT WEATHER CLOSURE

Unless a total closure is announced, employees are expected to be at work for their scheduled work hours. For safety reasons, employees should **not** report to work in the event a location must be closed for the entire day.

DURING WORK HOURS:

Senior staff will consider time of day, weather and/or other conditions impacting the continued operation, employee safety and possible duration of condition. If determination indicates that closure is appropriate, a member of the staff will attempt to contact the CEO for final determination. If unable to make contact, closure may be effected by senior staff present.

DURING NON-WORK HOURS:

In cases where weather conditions result in the discontinuance of public transportation (STA), Goodwill will consider not opening its affected operations. Staff and senior staff will communicate by phone to determine if employee safety will permit the opening of operations. If determination indicates that closure is appropriate, a member of the staff will attempt to contact the CEO for final determination. If unable to make contact closure may be effected by senior staff.

EMPLOYEE NOTIFICATION:

If the school district in the area of a facility is closed, employees are required to contact their facility manager for further instruction.

WAGES:

NON-EXEMPT EMPLOYEES:

Hourly employees will not be paid for absences due to inclement weather unless approved vacation is used.

EXEMPT EMPLOYEES:

Exempt employees are to report to work if safely able. If unable to report they will perform their normal duties by telecommuting. Exempt employees will continue to receive their regular salary for any week onsite work was performed

Salaried employees who miss work due to an **entire day** closure announcement will be paid because they receive a fixed amount of compensation each pay period.

REPORTING IN:

Exempt staff members are expected to report to their assigned facility when safely possible. These employees will coordinate their efforts to provide information to employees calling in.