



Subject: Payroll for Emergency Situations			
Policy/Procedure No: HR- 6.08	Page: 1 of 1	Adoption Date: 9/21/06	Revision Date: 9/21/06
Approved By: <i>Carol Minnie</i>		Title: President, Sarasota Family YMCA, Inc.	
Distribution: All Personnel Policy/Procedure Manuals			
Authority Reference: Governing Board			

In the event of a threatening storm or other emergency the YMCA will make every effort to maintain our payroll systems and to adhere to the following pay guidelines for employees. The YMCA Senior Management team will officially declare an emergency and determine the official time period for these procedures to be in effect.

A. PROCEDURE

1. Payroll System

In the event of a storm or other emergency, the Association will make every effort to **maintain our payroll systems** and to produce employee's paychecks. In unique situations paychecks may be processed earlier or later than scheduled.

2. Full Time Staff

When an operation or facility of the YMCA is closed due to a weather or other **declared** emergency all **Full Time employees** will continue to be paid for scheduled work hours for a **limited period**. Continuation of pay will be **determined by Senior Management** and communicated to all employees.

When a facility or operation is closed for a partial day or the opening of a program or facility is delayed due to weather or other **declared** emergency, all Full Time staff will be paid for their scheduled work hours.

3. Part Time Staff

Payroll for part time staff will be based on hours worked, and will not include payment for scheduled hours not actually worked.

4. Extended Interruption of Operations

If YMCA operations are interrupted for an **extended period of time**, it may become impossible for the YMCA to continue to pay employees who are not working. Every effort will be made to get operations up and running and to **provide alternative locations for employees to work**. If alternative work locations are not available and an employee (FT Non-Exempt) performs no work for the YMCA they may be asked to use available flex or vacation time. In accordance with Wage and Hour guidelines, FT Exempt employees will receive their full salary for any week in which they perform any work.

5. Residential Facilities

Due to the unique situations of our **residential facilities** and the need to provide care and oversight for the residents, special pay arrangements will be made for staff of residential facilities who remain on duty through out the emergency declared by YMCA Senior Management. These special pay arrangements may include time and ½ when warranted, bonus compensation, additional/alternative time-off, or other payments or incentives based on the circumstances of the emergency. These special pay arrangements will be determined at the time of the emergency and will be based on the duration of the emergency, the employee's position with the YMCA, and the ability of the association to pay. The time period of the declared emergency which affects these special pay arrangements will be determined by Senior Management for each residential facility and communicated to those employees who are impacted.

6. Leaving the Area

Employees who choose to leave the immediate area, or who are required to remain at home with family during a declared emergency, and who are not available for work will be considered to be using personal time and will be asked to request time-off from their supervisor and use applicable flex or vacation time.