

SNOW DAY PAY—JANUARY 4, 2018

Day, Clinic, and Education Programs

- Employees who did not report to work, should use the pay code “other” and enter the amount of hours for the day with the comment “snow storm.”
- Salaried employees who were scheduled to be off this day for pre-approved vacation, personal, holiday or sick time should not be charged for that accrual. Record the time as other with the comment “snow storm.”

Building Services Staff

- Custodial and Maintenance employees who reported to work to clear the snow will be paid at time and a half for hours worked. In addition to being paid for the day, they will earn a floating holiday.
- Salaried employees who were scheduled to be off this day for pre-approved vacation, personal, holiday or sick time should not be charged for that accrual. Record the time as other with the comment “snow storm.”

Residential Staff

- Hours worked for the following positions will be paid at time and a half for hours worked-- RPS, RPS II, SRPS, Cook, and On-Calls.

In addition, salaried staff only will earn a floating holiday.

- Direct care staff who were scheduled to work but did not report will be charged accrued time.
- All other residential staff who reported to work will be paid for the day. In addition to being paid for the day, they will earn a floating holiday.
- Salaried employees who were scheduled to be off this day for pre-approved vacation, personal, holiday or sick time will not be charged for that accrual. Record the time as other with the comment “snow storm.”