

Effective 9/1/2010

Revised 11/1/2017

Inclement Weather Pay Policy Wilmington Area

This policy will cover the following Wilmington-area Sites:

- Chestnut Run Plaza
- Experimental Station Labs

In the event of inclement weather, the sites will make every attempt to continue normal business operations as long as operations can be performed safely. Unless informed through the employee information line 774-INFO (774-4636) or 1-800-988-2482 (toll-free), or DENS, or by logging onto www.774INFO.com, employees should assume the site is operating per the normal schedule.

Employees are expected to keep informed of weather conditions that might affect their ability to work their regular schedule and should plan accordingly. When severe weather is anticipated, employees whose work is considered “essential”, as pre-identified by their business/function, should consult with other members of their team and supervision and determine IN ADVANCE the best time to arrive at work.

Site Open During Inclement Weather – Pay Practices

Pay Practices - Employees in Non-exempt positions

Employees are expected to make a reasonable effort to come to work when their site is open. Within reason, Management will generally excuse employees who arrive late or need to leave early due to weather conditions. In extreme circumstances, employees may determine that the driving conditions in their particular area are such that it is unsafe to travel to work. In this case, employees in non-exempt positions may:

- Elect to take vacation
- Use their personal holiday
- Take time-off without pay

- Make-up lost time (must be made up during the same work week)
- Make arrangements with his/her manager, in advance, to work from home, if appropriate.

Pay Practices - Employees in Exempt Positions

Employees are expected to make a reasonable effort to come to work when their site is open. Within reason, Management will generally excuse employees who arrive late or need to leave early due to weather conditions. In extreme circumstances, employees may determine that the driving conditions in their particular area are such that it is unsafe to travel to work. In this case, employees in exempt positions may:

- Elect to take vacation
- Use their personal holiday
- Make arrangement with his/her manager, in advance to work from home, if appropriate.

Site Closed Due to Inclement Weather

Pay Practices – Employees in Non-exempt positions

If a site is closed due to inclement weather, employees who are able to work from home are expected to work. To allow management time to assess the situation and prepare communications to their employees, employees' pay will be protected for the first full-day for those who are unable to work from home. If the site is closed longer than one day, employees who are unable to work from home are expected to take vacation, personal holiday or time-off without pay. The U.S. Region HR Director may elect to extend the number of days employees' pay will be protected based on the event.

Pay Practices – Employees in Exempt positions

Generally, employees in exempt positions are expected to manage their time to achieve their work objectives. Consequently, employees in exempt positions are expected to perform their normal job when their site is closed. If working at home is not possible due to the nature of an employee's work, employees would be

expected to take vacation or a personal holiday for any days beyond the first day. Contact your Manager and/or HR with specific questions.

Early Site Closing or Late Opening

Pay Practices - Employees in Non-exempt and Exempt Positions

If a decision is made to close or open a site outside of the normal scheduled workday, employees who are able to work from home are expected to work during the workday period the site is not open. If working from home is not possible due to the nature of an employee's work, pay will be protected for the hours impacted by the early closing or late opening.

Pay Practice for "Essential Personnel"

If a site is closed due to severe weather except for essential operations, nonexempt personnel designated as "essential" will be paid an additional 1.0 times their base rate for all hours worked on the first day (premium pay), in addition to their normal pay. "Essential Personnel" are those employees who are preidentified by their business/function and are expected to report to work when the site is closed to all "Nonessential Personnel". Essential personnel may be required to remain at work to ensure that the essential operations of the site run safely. The U.S. Region HR Director may elect to extend the number of days the premium pay will apply based on the event.

Sleeping Time - Employees in Non-exempt positions

For employees who are required to remain at work, they will be compensated for the time worked beyond their regularly scheduled shift according to normal overtime pay practices. They should also be provided adequate time to sleep, during which they will not be compensated. A reasonable night's sleep means that an employee obtains at least five hours of sleep during the 24-hour scheduled period. These five hours need not be five continuous uninterrupted hours of sleep. However, if interruptions are so frequent as to prevent a reasonable period of sleep totaling not less than five hours, the entire period would be considered hours worked.

**Inclement Weather Pay Policy
Wilmington Area - Q&A's**

Q1. Who makes the decision whether or not I can do meaningful work from home?

A1. An employee who typically needs to be in the workplace to perform their normal job duties should discuss with their supervisor, in advance, whether there is meaningful work that can be accomplished at home while the site is closed due to inclement weather.

Q2. What if I have a special situation that is not addressed in the policy – who do I talk to?

A2. Situations that arise which are not covered by this policy need to be addressed with the appropriate HR Leader for resolution.

Q3. If my site is closed for the day or opens late/closes early due to inclement weather and I planned to be on vacation during that time period, how is that time accounted for?

A3. Employees on pre-planned vacation, illness, family leave, disability, or personal leave time including time off for death-in-the-family, continue to count this preplanned time off as such.

Q4. How will I know if I am considered to be 'essential personnel'? A4.

Essential personnel are those individuals who are pre-identified by their business/function and are expected to report to work when the site is closed to all "Non-essential Personnel".

Q5. What happens if the site is closed longer than one day?

A5. Employees who are able to work are expected to work from home when the site is closed. Employees who are unable to perform meaningful work from home will be expected to account for their time as defined by the pay practices outlined in the policy (such as using vacation or personal holiday) if the site is closed longer than one day.

Q6. Why should I work from home when the site is closed, while others do not work from home?

A6. Employees who are able to work are expected to work from home when the site is closed. Employees who are able to work from home, but choose not to work for personal reasons, would be expected to account for their time as defined by the pay practices outlined in the policy (such as using vacation or personal holiday).

Q7. What will happen if there is a declared “State of Emergency”?

A7. In the event of a State of Emergency, the pay policy above would apply.

Q8. Can an exempt employee take time off without pay during inclement weather?

A8. If an exempt employee is unable to work from home during inclement weather when the site is open or closed longer than one day, they may elect to take vacation or use their personal holiday.