



INCLEMENT WEATHER POLICY

In the event of inclement weather, The Collective for Hope's offices and programs will follow the closure/cancellation determinations of Omaha Public Schools as announced on radio and television.

The organization's Chief Executive Officer will decide on a case-by-case basis other office closings, not addressed by OPS, and will contact the employees as soon as possible. The organization's Program Manager will consult with the CEO and decide on a case-by-case basis other program cancellations, not addressed by OPS, and will contact volunteers and program participants as soon as possible.

In the event the office closes due to inclement weather, all exempt employees regularly scheduled to work that day, and not already otherwise on vacation, personal leave, or other leave, will be paid at their regular rate. Non-exempt employees (hourly) will not be paid for time off.

Any employees who are scheduled to work but who choose not to report to work on a day when The Collective for Hope is open are required to use any accrued time off. If no accrued leave is available, they will not be paid for the day.

All employees must adhere to the organization's policies regarding overtime and working from home, even in the case of inclement weather closures.

If an employee with a disability needs an accommodation to allow the employee to perform the essential functions of the position, including reporting to work, the employee must notify their supervisor as soon as possible.