

**CHILDREN'S TRUST OF ALACHUA  
COUNTY RESOLUTION 2022-17**

**ADOPTION OF CHANGES TO THE EMPLOYEE  
HANDBOOK**

**WHEREAS**, the Children's Trust of Alachua County Adopted an Employee Handbook through Resolution 2020-8; and

**WHEREAS**, the Children's Trust of Alachua County desires to make changes to the Employee Handbook;

**NOW THEREFORE**, be it ordained by the Board of Children's Trust of Alachua County, in the State of Florida, as follows:

**SECTION 1:**        **AMENDMENT** "3.20 Weather Related Closings" of the Children's Trust of Alachua County Employee Handbook is hereby *amended* as follows:

**AMENDMENT**

~~3.20 WEATHER RELATED CLOSINGS~~

~~It is our policy to consider the safety of our employees and those we serve when making decisions regarding remaining open during periods of inclement weather. Where extraordinary circumstances warrant, we will close the facility. During periods of adverse weather, employees are encouraged to (listen to radio broadcasts, contact their manager, etc.) find out if their work location is closed on a given day. Our decision to close will be made by 7:00 a.m. on the day of the closing. If the facility remains open, but you are unable to report to work, you should follow our standard procedures for notification of an unscheduled absence.~~

~~If the facility remains open, employees who report to work will receive their normal pay for the day. Those not reporting to work on a facility open day, will be required to use any available paid time off for the missed day. Employees will receive their regular pay for the day of closure.~~

~~Even if a facility is closed, there may be key positions that will need to report to work. Individuals in those positions will be notified by management with the details of the assignment. Employees who are required to work when a facility is closed will receive their normal pay for the hours worked.~~

**HISTORY**

Adopted by Res. [2020-8](#) on 8/3/2020

**3.20 EMERGENCY CLOSURE**

It is the policy of Children's Trust to maintain essential business services and operations during any emergency incident or situation while providing for the protection of life, health,

and safety for all employees and the public.

An **incident** is an occurrence, either caused by humans or a natural phenomenon, which requires or may require action by emergency service personnel to prevent or minimize loss of life or damage to property and/or the environment.

Where such extraordinary circumstances warrant, the company may close its non-essential operations. The organization may follow the operating status of Alachua County during inclement weather scenarios/emergency closures; however, management will make the final decision whether facilities and operations will be open or closed and communicate it to the employees. All employees will be notified by 7:00 a.m. on the day of closure.

If the facility and operations are announced to be closed on a given day due to an emergency incident or situation, employees will be paid administrative leave for the days of closure.

If an employee is unable to work or elects not to work when facilities are open during such emergency incidents or situations, the employee must advise their manager or supervisor as soon as possible and will be required to use their available paid time off or take leave without pay.

If an early closing is declared during a workday, all exempt employees who arrived at work will be compensated for their normal workday. Non-exempt employees will be paid administrative leave for hours not worked on the day of partial closure.

If an employee is not scheduled to work on a day of emergency closure due to a paid holiday or the employee is out on paid sick, vacation, or personal leave, the employee will be charged with such leave, as was scheduled, rather than paid administrative leave.

Time absent from work due to such incidents or emergency situations is not counted as hours worked when computing weekly overtime.

In the event of such incidents or emergency situations, the organization may allow or require certain employees to temporarily work remotely, if possible. These employees will be advised of such requirement by their manager. Preparations should be made by employees and managers well in advance to allow remote work in emergency circumstances. This includes appropriate equipment needs, such as hardware, software, phone, and data lines.

Consistent with the company's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office.

**SECTION 2: EFFECTIVE DATE** This Resolution is effective as of December 12, 2022.

PASSED AND ADOPTED BY THE CHILDREN'S TRUST OF ALACHUA COUNTY BOARD; this 12th day of Dec. 2022.

	<b>AYE</b>	<b>NAY</b>	<b>ABSENT</b>	<b>NOT VOTING</b>
Dr. Margarita Labarta	_____	_____	_____	_____
Tina Certain	_____	_____	_____	_____
Lee Pinkoson	_____	_____	_____	_____
Dr. Karen Cole-Smith	_____	_____	_____	_____
Ken Cornell	_____	_____	_____	_____
Dr. Nancy Hardt	_____	_____	_____	_____
Shane Andrew	_____	_____	_____	_____
Dr. Patricia Snyder	_____	_____	_____	_____
Cheryl Twombly	_____	_____	_____	_____
Hon. Denise Ferrero	_____	_____	_____	_____

Presiding Officer

Attest

---

Dr. Margarita Labarta, Chair  
Children's Trust of Alachua County

---

Marsha Kiner, Secretary  
Children's Trust of Alachua County