

2.0031 – INCLEMENT WEATHER POLICY

DATE APPROVED:

REVISED:

1000 Islands will follow the operating status of City Hall and the Kaukauna Area School District during inclement weather.

When the Kaukauna Area School District announces that a weather related closure is in effect, the 1000 Islands Nature Center building will be closed to the public and any programs or rentals canceled. In that event, full-time staff will have the option to:

1. Report to work as scheduled when it is safe to do so
2. Work from home
3. Use vacation time to cover the time missed

In addition to these options, part-time staff will also have the ability to adjust their schedule to make-up the missed hours within the same time period with Director/Naturalist approval. All employees who are unable to report to work as scheduled should contact the Director/Naturalist prior to their scheduled shift.

Following the City of Kaukauna's Personnel Policies, if it is announced that City Hall will be closed, or will close early, due to inclement weather, the 1000 Islands Nature Center building will also close and any programs or rentals will be canceled. All full-time employees will be paid for such time off. Part-time employees will be paid if normally scheduled to work that day and only for those hours which the employee would normally work.

Any other weather related closures will be at the discretion of the Director/Naturalist.