




Physical Plant Division  
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**November 24, 2015**

**MEMORANDUM:**

**TO: All CPPD Employees**

**FROM: Kevin Kreide, Physical Plant Director** 

**SUBJECT: Plan B Policy –  
Emergency Procedures for Inclement Weather**

**In the event the University of Kentucky does shut down due to severe weather conditions, all Physical Plant Division employees will report to work as scheduled, except for those employees listed as "Non-Designated" in writing by their appropriate manager and approved by the Director prior to the event. All CPPD employees are deemed "Designated Employees" under Human Resources Policy and Procedure Number 71.0: University Emergencies, except as noted above.**

All Physical Plant "Designated Employees" are responsible to make a valid effort to report to work as scheduled and fulfill assigned responsibilities during inclement weather conditions. Designated employees who are required to work during a period of emergency, but who do not report to work as scheduled, shall be subject to corrective action up to and including termination of employment.

Employees who cannot arrive at work as scheduled during severe weather conditions (Plan B) will be required to notify their supervisor in advance and use their accrued leave time (vacation or TDL) to cover the absence. Employees deemed as "designated" who do not report to work would not be entitled to "Emergency Closing" (7407) leave. If the employee goes into a no pay status, the Facilities Management No Pay Policy will apply.

*[Note: The supervisor has the option to adjust the employee's schedule, provided the time is within the same week; however, employees with demonstrated performance or attendance problems are not entitled to the provisions of this option.]*



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Employees who report to work as scheduled and on time will receive time off with pay on another scheduled work day within six (6) weeks of the time worked.

Employees scheduled and approved for leave or who report off on a Plan B day will not be entitled to the provisions of this policy.

Employees should report to work dressed appropriately to work on assigned tasks that may include exposure to cold exterior temperatures and intensive manual labor including, but not limited to, shoveling snow, chipping ice, and dispersing ice melting chemicals.

All departments are responsible for ensuring their employees have adequate snow and ice removal equipment. This includes shovels, ice melting chemicals, rain gear, boots, and other equipment required for their assigned responsibilities.

All departments' central offices will be staffed to answer telephones and respond to trouble calls during Plan B conditions.

KK/wf