I. **Purpose/Introduction/Rationale**

The purpose of this procedure is to define the steps to be taken in order to provide work assignments to employees who typically work outdoors when weather conditions prohibit work being accomplished.

II. **Procedure or Application**

A. This procedure applies to all personnel who are assigned to grounds keeping functions on a regular basis, including Groundskeepers, Lead Groundskeepers, and Athletic Fields Groundskeepers. Questions concerning these procedures should be directed to The Manager of Landscape and Grounds, the Facilities Management Director and/or the Human Resources Department.

B. **What Constitutes Inclement Weather**

   a. The Manager of Landscape and Grounds with approval of the Facilities Management Director may determine that weather conditions prohibit work from being accomplished outdoors. Such conditions include but are not limited to: severe rainstorms, temperature drops below 32 degrees Fahrenheit or other circumstances when it becomes impossible to accomplish work tasks effectively and safely.

C. **Nature of Alternative Assignments**

   a. The Manager of Landscape and Grounds will make alternative assignments to grounds crew based on work available in the following departments:

      1. Custodial/Housekeeping
      2. Trades

   b. Work assignments may consist of sharpening tools, policing (straighten up and cleaning) shop areas, cleaning storage locations, mopping floors and stairways, cleaning inside windows. This is a partial list of alternative work assignments. Grounds employees may not use Paid Time Off (PTO) in lieu of working in alternative assignments.

D. **Timetable for Work Assignments**

   a. The Manager of Landscape and Grounds may institute the following timetable for handling work assignments during inclement weather:

      1. The first two (2) hours of inclement weather would be spent on alternative assignments as described herein. If the poor weather conditions persist beyond the initial two-hour period, the grounds employees may at their option take the remainder of the time off without pay.
      2. Any time taken without pay must be made up during the week in which it occurs.

E. **Time Spent in Training**
a. The Manager of Landscape and Grounds may recommend that grounds employees spend part of
time freed up because of inclement weather to learn new techniques, perfect methods of
equipment operation, learn safety procedures and the like.

III. Related Policies or Applicable Publications
N/A

IV. Appendices/Supplemental Materials
N/A

V. Rationale for Revision
N/A