

PROGRAM DESCRIPTION

The intention of this program is to allow hourly, field employees to fully utilize weather pay plan hours when weather prohibits employees from meeting a minimum of 25 or 30 paid hours per week. The number of hours available each year and the maximum number of hours used each week will be determined by the tenure of the employee and the amount of work performed in prior years. This program will be evaluated annually to determine if the program shall continue, shall continue with changes, or discontinue (*this is the same evaluation process as the current Winter Pay Plan*).

PROGRAM DESCRIPTION

- **TIMEFRAME:** The program shall run from January 1 through the shutdown for holiday break in December (*usually late-December; the date varies*). For 2023, the program will end on 12/23/23. The program does not cover the holiday shutdown week because pay is subsidized by holiday pay and Christmas paid time off during that time. Additionally, work is unavailable due to non-weather-related reasons.
- **ELIGIBILITY:** Employees must be employed on 12/31 of the previous year to be eligible for a full allocation of hours. *Example: to be eligible for a full allocation of hours in the 2023 calendar year program, you must be employed on 12/31/22.* Part-time or temporary employees are not eligible.
 - On January 1, each hourly field employee will be allocated a pool of either 200 or 240 hours. Employees hired after 12/31 will receive 56 hours. The determining factors for eligible employees are:
 - 25 hours maximum per week and 200 hours for program year:
 - worked at least 1,000 hours in the previous calendar year (**hours requirement waived for 2023**)
 - 30 hours maximum per week and 240 hours for the program year:
 - Employed for 2+ years and worked at least 1,000 hours in EACH of the previous two calendar years (*employment is determined by comparing the last hire date and 12/31 of prior program year; ex: allocations for 1/1/23 are based on years of service on 12/31/22*).
 - 25 hours per week and 56 hours for the program year for employees hired after 12/31 of the program year
- **HOURS USAGE:** Hours will be provided to the employee from the WPP during work weeks where work was canceled due to inclement weather, the employee was available to work AND the employee was not able to work for a minimum 25 or 30 regular paid hours plus holiday paid hours.
 - If work is available, but the employee is not available and no critical need for the absence is evident, 8 hours will be deducted from their WPP balance of hours.
 - Regular PTO can be taken to exceed the 25 or 30 hours per week.
 - The maximum number of WPP hours that can be paid each week are 25 or 30. *Examples:*
 - Employees qualifying for 25 hours per week:
 - An employee was able to clock 16 hours of regular working time before weather ended the ability to work. 9 hours of Weather Pay Plan time will be used to meet the maximum of 25 hours for the week.
 - An employee was not able to work at all due to inclement weather. 25 hours of Weather Pay Plan time will be used to meet the maximum of 25 hours for the week.
 - An employee works Monday for 10 hours, the employee is not available for work on Tuesday (no PTO taken) and weather prohibits work the rest of the week. 15 Weather Pay Plan hours will be used to reach the maximum of 25 hours per week and 8 additional hours will be removed from the Weather Pay Plan Balance because the employee was not available for work and there was no critical/emergency reason for the absence.
 - A paid holiday is on Monday and the employee could work Monday and Tuesday for 14 hours. Three Weather Pay Plan hours will be used to reach the assured hours of 25 hours (8 holiday hours + 14 regular hours + 3 WPP hours = 25 hours).
 - Regular PTO can be taken to exceed 25 hours per week.
 - Employees qualifying for 30 hours per week:
 - An employee was able to clock 16 hours of regular working time before weather ended the ability to work. 14 hours of Weather Pay Plan time will be used to meet the maximum of 30 hours for the week.
 - An employee was not able to work at all due to inclement weather. 30 hours of Weather Pay Plan time will be used to meet the maximum of 30 hours for the week.
 - An employee works Monday for 10 hours, the employee is not available for work on Tuesday (no PTO taken) and weather prohibits work the rest of the week. 20 Weather Pay Plan hours will be used to reach the maximum of 30 hours per week and 8 additional hours will be removed from the Weather Pay Plan Balance because the employee was not available for work and there was no critical/emergency reason for the absence.
 - A paid holiday is on Monday and the employee could work Monday and Tuesday for 14 hours. Eight Weather Pay Plan hours will be used to reach the assured hours of 25 hours (8 holiday hours + 14 regular hours + 8 WPP hours = 30 hours).
 - Regular PTO can be taken to exceed 30 hours per week.

Weather Pay Plan Program (WPP)



- The employee must be AVAILABLE for work on the days that WPP time is used. This is the same as the current Winter Pay Plan. The Foreman/Supervisor will be the deciding factor in granting the use of WPP time (*they decide if weather is the factor, and they decide if the employee was available if work would have been an option*).
- Once the pool of hours is used, no more WPP time off hours can be used/paid until the following year.
- WPP hours will not be carried over to the next year. They expire when the company shuts down for holiday break in December (*for 2023, 12/23/23*) and new hours are allocated on January 1 for the next calendar year if the plan continues.
- WPP Hours will not be paid out upon resignation and a two-week notice.
- Individual employee balances for WPP Hours will be shown on the weekly pay invoices.