



Facilities Snow Removal Procedure & Compensation Protocol

***NOTE: This procedure is being implemented on a trial basis in January of 2024. If the trial proves successful, it will be considered for permanent status.**

I. Procedure Scope and Purpose

- A. Snow removal work must be performed to ensure safe conditions and continuity of service to students, public, faculty and staff at SLCC campuses.
- B. Snow removal activities at SLCC campuses are unique from the normal day-to-day duties of SLCC Facilities Services employees. The nature of snow removal:
 - 1. Often results in very long shifts (up to 16 hours), many of which are worked outside of normally scheduled hours and with very short periods of time between shifts (sometimes only a few hours of sleep before going back).
 - 2. Sometimes requires that the work be done when the College is shut down, despite other employees being paid for not working.
 - 3. Involves more risk than ordinary work conditions (i.e., slippery surfaces, cold, wind, low visibility, repetitive motions, etc.).
- C. In recognition of the challenges and risks associated with snow removal, this procedure establishes compensation guidelines for SLCC employees that engage in snow removal work.
- D. General responsibilities and protocols are set forth for directing snow removal.
- E. This procedure is to be implemented on a trial basis for the 2024 snow season and may be revoked at any time. Abuse of the privileges established in this procedure should be avoided if said privileges are to continue ongoing.

II. References

- A. SLCC Policy: Salary Administration
http://www.slcc.edu/policies/policies/people_and_workplace_culture/4.3.030.aspx
- B. SLCC Policy: FLSA and Overtime
http://www.slcc.edu/policies/policies/people_and_workplace_culture/4.3.010.aspx
- C. Fair Labor Standards Act, 29 U.S.C. §§ 203-213
- D. Pay Transparency Nondiscrimination Provision

III. Definitions

***See [PWC Definitions](#).**

Facilities Snow Removal Procedure & Compensation Protocol

- A. **Base Compensation:** Regular compensation rate paid during every regular pay period. Excludes Holiday Pay, Overtime Pay, One-Time Payments, Merit Pay, Vacation Pay, and Sick Pay.
- B. **Compensatory Leave Time:** Time provided to non-exempt employees who have worked in excess of the standard work week. The rate for compensatory time is one and one-half times the excess hours worked.
- C. **Essential Services:** Functions and personnel required to maintain or protect the health, safety, or physical well-being of campus personnel (students, staff, and faculty), academic mission, and facilities, given the conditions of the emergency at hand.
- D. **Holiday Pay (per the FLSA and Overtime Policy):**
 - 1. “Days absent for paid holidays are counted as time worked in computing overtime pay. However, if a non-exempt employee is required by the College to work on a recognized holiday, the supervisor may schedule another day off during the week in which the holiday occurs.”
 - 2. “If such an adjustment is not possible, the employee is entitled to receive regular compensation and an additional payment of holiday pay at time-and-one-half pay.”
- E. **One-Time-Payment:** A payment made by the Payroll Department to an employee as compensation that is separate from base compensation.
- F. **Overtime Pay (per the FLSA and Overtime Policy):**
 - 1. “The College compensates employees for overtime work regardless of supervisor approval. Non-exempt employees who work more than the standard work week receive compensatory leave time at the rate of time-and-one-half hours.”
 - 2. “If the employee is unable to or elects not to take compensatory leave time, the College will remunerate the employee at the rate of time-and-one-half of the employee's regular rate of pay.”
- G. **Snow Removal:** Activities involved in the removal of snow and ice, including shoveling, spreading salt/ice melt, operating a snow blower, operating a vehicle or heavy machinery that is equipped for snow removal, and coordinating and managing the snow removal activities of others.

Facilities Snow Removal Procedure & Compensation Protocol

IV. Responsibilities

- A. The **Custodial Department** is responsible for snow removal from all entryways and from the entryways out to the first main walkway intersection at all SLCC facilities unless contracted to a third-party vendor.
- B. The **Grounds Department** is responsible for snow removal of all walkways not cleared by **Custodial Services** and all parking lots and SLCC roadways at all SLCC facilities unless contracted to a third-party vendor.
- C. **Snow Boss and Communication:** The **Director of Grounds** and the **Director of Custodial Services** are responsible for communicating campus conditions updates with the **AVP of Facilities Services** during snow and ice events, however, the **Director of Grounds** is the single main point of contact for snow removal, filling the role of “**Snow Boss**”.
1. As such, the **Snow Boss** is to observe snow and ice conditions of all areas of the college, including walkways that the **Custodial Department** is responsible for. The **Snow Boss** is authorized to direct **Custodial leadership** regarding where snow and ice removal are needed. It is the responsibility of **Custodial leadership** to assign the work and ensure it is getting done.
 2. If at any point during snow removal activities, the **Snow Boss** determines that more people are needed for shoveling or operating equipment, or that the work is not progressing sufficiently to create or maintain adequately safe conditions for students, faculty, staff, and patrons, the Snow Boss is to immediately contact the **AVP or Senior Director of Facilities Services**.
 3. Due to the geographic spread of SLCC across many campuses, the **Snow Boss** needs assistance and good communication from all campuses. **Grounds Supervisors** are the “eyes and ears” of the **Snow Boss** and as such they are considered **Deputy Snow Bosses**. They are to stay in regular communication with the **Snow Boss** and immediately report to the **Snow Boss** any problems related to creating or maintaining adequately safe conditions, including walkways and entryways that are the responsibility of the **Custodial Department**.
- D. The **Facility Managers/Coordinators** are responsible for managing snow removal contracts with third-party vendors. Where snow removal is contracted, **Facility Managers** are to report regularly the condition of their respective campuses to the **Snow Boss**, especially if there are any problems related to creating or maintaining adequately safe conditions.

Facilities Snow Removal Procedure & Compensation Protocol

- E. **Facilities Managers/Coordinators** are responsible for inspecting their respective campuses for safe conditions during adverse weather and ensuring appropriate responsiveness from the responsible group.
- F. The **AVP of Facilities Services** is responsible to communicate with the **AVP of Public Safety**, the **Assistant Director of Public Information Office/Media Relations**, the **Director of Risk Management**, and the **VP of Finance and Administration** to assist in making campus closure or late-start recommendations to the **College President** or designee related to snow and ice events.
- G. Under the direction of the **Directors of Grounds and Custodial Services**, **Administrative Assistants** are responsible for tracking the lists of employees eligible for one-time payments, submitting one-time payment forms, and assisting Payroll to ensure the payments are received. The **Facilities Services Accountant** and **Facilities Customer Service** are to assist the administrative assistants in tracking and calculations as needed.
- H. The **Environmental, Health, & Safety Manager** is to assist in monitoring and reporting campus conditions for safety in collaboration with other Facilities Services management.
- I. **All Facilities Services personnel** that are physically able are eligible for callback and are required to assist the **Custodial** and **Grounds Departments** in snow removal when the need arises and as assigned to do so. Snow removal is considered an *All-Hands* activity and takes priority as an essential service to keep SLCC campuses safe. See Snow Removal Protocols in section VI for more information.

V. Snow Removal Compensation Guidelines

- A. Employees performing snow removal, full-time and part-time, are to receive a one-time-payment of \$100 for each day worked that includes a minimum of 2 hours or more outside of their regular work schedule. The snow removal schedule is to be determined by the Snow Boss in conjunction with Custodial leadership for those areas under the responsibility of the Custodial Department.
 - 1. One-time payments for snow removal pursuant to the guidelines herein, supersede and replace the On-call procedure as it relates to snow removal.

Facilities Snow Removal Procedure & Compensation Protocol

B. A list of snow removal employees that meet eligibility for the one-time-payment of \$100 are to be compiled once per month by designees of the Directors of Grounds and Custodial, approved by said Directors, and submitted via email to the AVP of Facilities Services for approval.

1. Lists of snow removal employees for one-time payments are to include the following for each employee listed: employee name, S number, the date of each day for which the employee was eligible for the one-time-payment, and the total accumulated amount to be paid to the employee for the month.

C. Upon approval of the snow removal lists by the AVP of Facilities Services, one-time-payment forms are to be submitted through Etrieve to the Payroll Department for each listed employee for the total accumulated amount to be paid to the employee for the given month.

1. Example 1: Employee A is notified (called back) at 6:00 pm on a Monday evening that he is scheduled to arrive at 2:00 am the next morning for snow removal at his assigned campus. His regularly scheduled shift begins at 7:00 am. He worked on snow removal until 3:00 pm. 5 of those hours were worked outside of regularly scheduled hours, thus meeting the 2-hour minimum required to qualify for a snow removal one-time payment of \$100. Employee A's name will be added to the list for one-time payments and the aggregation of payments earned by him for the entire month will be processed and paid once per month.

2. Example 2: The week comes to an end, and Employee B has worked a total of 50 hours. She came in 5 hours before her regular shift on Tuesday, 2 hours before her regular shift on Wednesday, and 1 hour before her regular shift on Thursday to perform snow removal. She qualifies for \$100 one-time payments for 2 of the 3 snow removal days for that week, for a total of \$200 earned that week in one-time payments. Employee B's name will be added to the list for one-time payments and the aggregation of payments earned by her for the entire month will be processed and paid once per month. Because she exceeded 40 hours of work that week, employee B is paid 10 hours of overtime pay in accordance with the overtime policy. Overtime is not affected by snow removal one-time-payments and snow removal one-time-payments are not affected by overtime pay.

Facilities Snow Removal Procedure & Compensation Protocol

- D. Exception: Campus Closures
 - 1. Sometimes the College President decides to close or not open a campus due to adverse weather. In such cases, employees not required for Essential Services are released from their work and given emergency leave pay by submitting regularly scheduled hours on their regular time sheet. Employees that work to remove snow or perform other essential services so that the campus[es] can reopen are to receive regular pay for hours worked, hours they would have been paid if the college had been open as emergency leave pay, plus \$100 (aggregated to a monthly accumulated one-time-payment). They are to receive the \$100 one-time-payment regardless of meeting a 2-hour minimum of hours worked for snow removal outside of regular schedule for that day.
 - 2. Refer to the College Closure Policy or other notifications from PWC for more guidance.
- E. Employees that are to receive a one-time-payment should allow for extra time to receive it (possibly one extra pay period) due to the additional time required by the Payroll Department to manually input data.
- F. Snow Removal on Holidays: Non-exempt employees required to work on SLCC-recognized Holidays (including for snow removal) receive compensatory leave time at the rate of time-and-one-half hours. If the employee is unable to or elects not to take compensatory leave time, the College will remunerate the employee at the rate of time-and-one-half of the employee's regular rate of pay.

VI. Snow Removal Protocols

- A. Planning and Notification
 - 1. Preparation and communication for snow removal is to be done with as much notice as possible.
 - 2. When weather reports show an imminent snow event, the Snow Boss and designees are to communicate the plan to Grounds workers and all other non-Custodial personnel.
 - 3. Custodial leadership are to notify Custodial employees of schedule adjustments.
 - 4. Notification to snow removal employees must include direction of who reports to each campus, what time to report, and who to report to (reporting structure for each campus, unless already established), building or area assignments, etc.

Facilities Snow Removal Procedure & Compensation Protocol

5. Snow Boss is to communicate the snow removal plan to Facilities leadership and Public Safety for each significant snow event.
- B. Priority must be given to walkways when snowfall occurs during operating hours. Main arterial walkways and main entry ways should be cleared first, enough so that patrons can get where they need to go safely and without walking in deep snow. Widening walkways and some clean up can happen secondarily. In other words, it is a mistake to focus too much in certain areas to get them 100% cleared while connecting walkways are left untouched. It would be better to clear all walkways 40-60% and then finish later.
- C. Custodial leadership must stay in communication with team members, inspect areas during and after completion of snow removal activities and report to the Snow Boss when areas are complete or if there are any problems that will impact expected operations.
- D. All snow removal time must be accurately entered in Sprocket (CMMS System) to the nearest quarter hour and coded as snow removal.
- E. Training
 1. Snow Boss or designee must train and/or verify proper training before employees are allowed to operate a snowplow vehicle, salter, or heavy equipment. No one shall operate a snowplow vehicle, salter, or heavy equipment without clearance from the Director of Grounds.
 2. Director of Custodial Services or designee must train and/or verify proper training before employees are allowed to operate a snow blower. Training should also be given on proper shoveling and salting techniques.
- F. Volunteers for Snow Removal
 1. Directors and Managers of Facilities Services are to request snow removal volunteers from their teams at the beginning of each snow removal season.
 2. Volunteers that are trained or would like to be trained to operate a snowplow vehicle or heavy equipment are to report to the Administrative Assistant of the Grounds Department (see training verification requirements).
 3. Volunteers that only want to use a shovel, snow blower or hand-operated salt applicator are to report to the Administrative Assistant of the Custodial Services Department.
 4. Administrative Assistants are to keep a list of volunteers, their contact information, and add them to any communication apps that are being used for notifications.
- G. Required Snow Removal



Facilities Snow Removal Procedure & Compensation Protocol

1. In such cases as there are not enough personnel from the Grounds, Custodial, and volunteer groups to adequately perform snow removal, Directors and Managers of other Facilities Services departments will assign this duty to their able-bodied employees. It is anticipated that such cases will be rare. The number of employees required from each group will be determined by the AVP. A rotation will be established to ensure that this duty is shared as evenly as possible.

VII. History

- A. New Procedure, 12/12/2023, trial basis