

**DIVISION OF FIELD OPERATIONS POLICY
FOR
EMERGENCY SNOW PREMIUM PAY**

Reviewed January 2, 2024

Eligibility

Employees are eligible for Emergency Snow Premium Pay when:

- The employee is in a non-exempt KDOT position under the Fair Labor Standards Act (FLSA),
- The employee is performing emergency snow removal work as defined by the Compensation for Emergency Work Policy.
- The employee is plowing and/or directly supporting the emergency snow event.
- After the snow and ice event, employees who are performing critical snow removal from shoulders, gore areas, and in front of longitudinal barriers in order to provide emergency parking areas; or to prepare for an impending storm.

Snow and Ice Direct Support

Direct support of the snow and ice event includes mixing snow and ice control materials, radio dispatching, repairing equipment, RCRS entry and operating the stockroom if they meet the following criteria:

- Support staff that are directly providing support during a snow and ice event AND are working outside their normal work hours, per the District Snow Staffing Plan, will receive the premium pay.
- Designated shop personnel during a snow and ice event who perform equipment repairs will receive the premium pay within the following rules:
 - the repairs are to equipment involved in snow and ice operations,
 - the repairs are necessary and performed during a snow and ice event, and
 - the employee is paid only for actual time spent making such equipment repairs and for travel time when repairs are made away from the shop.

Post Snow and Ice Event

After the snow and ice event has ended, critical snow removal from shoulders, gore areas, and in front of longitudinal barriers (bridge hubguard, guard fence, concrete safety barriers, attenuators, and bridge walkways) in order to provide emergency parking areas is eligible for premium pay.

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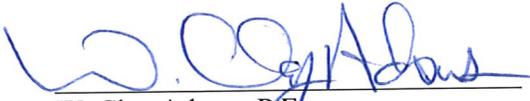
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Pay Rate and Reporting

Code time to Activity 521, Task 10 as defined in the Maintenance Activity Guidelines published by the Bureau of Maintenance.

Refer to the Emergency Snow Premium FAQ's Tables for specific Task Coding.

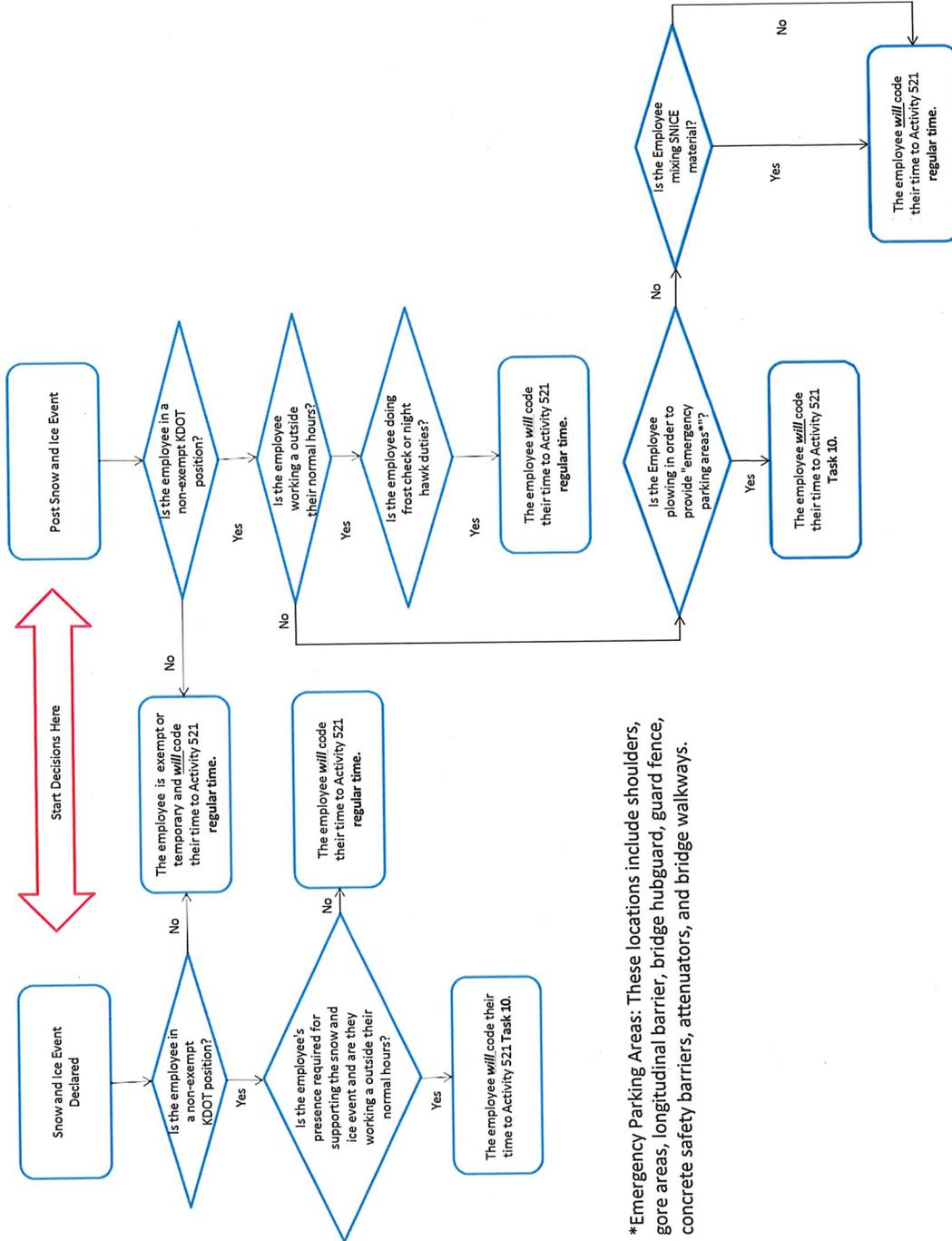
For current rate of pay, refer to the Classifications and Pay Book published by the Bureau of Personnel Services.



W. Clay Adams, P.E.
Director of Field Operations

January 2, 2024
Date

Decision Tree for Determination of SNICE Event Premium Pay



*Emergency Parking Areas: These locations include shoulders, gore areas, longitudinal barrier, bridge hubguard, guard fence, concrete safety barriers, attenuators, and bridge walkways.

Emergency Snow Premium Pay
Area or District Office Employee
Activity 521 Task 10
Activity 521 Regular Time

Snow and ice event begins

Start Decisions Here

