

**EXTREME TEMPERATURE IN WORK LOCATIONS**

The consistent practice of the Personnel Office has been to delegate to the Department Head, or his/her designee, the authority to release employees due to extreme temperatures or other extreme conditions in specific work locations. However, before releasing employees, every effort within the department where temperatures and other working conditions are normal. Employees who are released for such reasons should not be charged for the release time.

The decision concerning which employees will be released or reassigned rests with the Department Head and should be commensurate with the goals and objectives of the department and the work that must be accomplished.

Once a decision has been made to release or reassign employees for such reasons, the Department Head should immediately notify the Personnel Office of what has been done.

Any questions concerning this notice should be directed to the Personnel Office (5-0380).

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