

SUBJECT: INCLEMENT WEATHER
(CLOSINGS, DELAYED OPENINGS, AND EARLY CLOSURES)

EFFECTIVE
DATE: 01-12-11 (replaces 02-09-10)

APPROVED BY:

Executive Director

Reviewed (no changes): _____

POLICY

It is the policy of McIntosh Trail CSB to make every effort to ensure the safety of consumers and staff and to keep services open to the extent possible during inclement weather conditions.

Each Center Director should establish a "phone tree" to determine how staff are notified of closure. A copy of the "phone tree" should be kept by the person responsible for contacting center staff. Each center is responsible for contacting staff who work in multiple sites (i.e. doctors) if that staff person is scheduled to work at their site on the day of closure.

PROCEDURE

A. Closings, Delayed Openings, and Early Closures:

Outpatient Services:

All decisions are to be made according to the ability of consumers and staff to safely arrive at outpatient center locations. Center Directors will base their decision on local road conditions:

- * If roads are passable, centers will be open;
- * If roads are not passable, centers will delay opening until a later hour of the day to ensure safe travel or will close for the day if road conditions are not expected to improve.

Center Directors will call the local Sheriff Departments and Police Departments for information about road conditions in their cities and counties. Before a decision is made, MH/AD sites should contact the Clinical Director and DD sites should contact the DD Services Director for approval.

The Executive Director will notify the Care Connection Call Center of closures/delayed openings by calling Leslie Prewitt no later than 7:00 a.m., at 770-560-6958 or 770-584-1413. A voice mail message will be placed on the Care Connection Call Center number notifying employees/consumers of center closures/delayed openings.

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PROCEDURE (Continued)

Day/Peer/DD Center Services:

Generally the guide will be whether schools are closed or not:

- * If schools are closed, and transportation providers are not providing transportation, day services will be closed to consumers. Center Directors will make decision regarding staff reporting by following same procedure as outlined in A. (page 1).
- * If schools are closed, but transportation providers are providing transportation, day services will be open. Staff are expected to report to work at their regularly scheduled time.

Residential Services:

Service Site Managers are to work out 24 hour coverage. Sheriff Departments/Police Departments are possible resources to access for transportation of staff to residential locations.

B. Use of Leave During Inclement Weather Closings, Delayed Openings, and Early Closures.

This information is intended to establish procedures to be used in accounting for employee absence or delay in reporting to work during adverse weather conditions or other such temporary emergencies. Also, this information provides the necessary latitude and flexibility to managers of 24-hour services to protect the safety and well being of consumers throughout the duration of temporary emergencies with the personnel resources available.

Procedures for Outpatient, Day, and Administrative Services

1. If existing or imminent conditions warrant the closing of an office or service, employees **directly affected** by such conditions may be excused for such time as is deemed necessary by the Center Director/ Executive Director. Such excused time shall be recorded as Administrative Leave and be without loss of pay.

MCINTOSH TRAIL
COMMUNITY SERVICE BOARD

POLICY NO. 3208
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PROCEDURE (Continued)

2. If the Executive Director or his/her designee determine that weather conditions do not warrant an early release, closing or delay in reporting to work, the following options may be used for employees who are absent from duty:
 - a. Employee may make up the time lost from work provided that the makeup time shall be worked by the end of the scheduled work week following the absence.
 - b. Employee may charge the period of absence to accrued annual leave, personal leave, or compensatory time.
 - c. Employee may be placed on leave without pay for the period of absence if neither of the above options are available.
3. Employees working in services not directly affected by inclement weather conditions or other emergency conditions, or those employees not scheduled to work during such times, shall not be compensated in any manner for any absence that may be authorized for the employees directly affected. (Example: Henry County may be affected by snow conditions and Upson County may not be affected by weather conditions.)
4. Employees who are required to work additional time because of a closing shall be compensated under provisions governing adjusted work schedules. (Fair Labor Standards Policy #3206).

Procedures for 24-hour Services

1. Managers of 24-hour services are delegated the authority to determine which employees are essential and which employees are non-essential for the safe operation of services.
2. Employees who are required to work additional time because of inclement weather or other such temporary emergencies may be compensated under provisions governing adjusted work schedules. (Fair Labor Standards Policy #3206)
3. Employees working in services not directly affected by inclement weather conditions or other emergency conditions, or those employees not scheduled to work during such times, shall not be compensated in any manner for any absence that may be authorized for the employees directly affected. (Example: Henry County may be affected by snow conditions and Upson County may not be affected by weather conditions.)
4. The managers of 24-hour services may determine when such temporary emergencies do not warrant the early release or delay in reporting for non-essential employees. Options as listed in #2 of the Procedures for Outpatient, Day, and Administrative Services may be used for those employees who are absent from duty.