

## NORTHCARE NETWORK

<b>POLICY TITLE:</b> Inclement Weather/Unexpected Office Closure	<b>CATEGORY:</b> Personnel	
<b>EFFECTIVE DATE:</b> 4/13/16	<b>BOARD APPROVAL DATE:</b> 4/13/16	
<b>REVIEW DATE:</b> 8/17/23	<b>REVISION(S) TO POLICY STATEMENT:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>OTHER REVISION(S):</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>RESPONSIBLE PARTY:</b> HR Specialist	<b>CEO APPROVAL DATE:</b> 9/5/23 Megan Rooney, Interim CEO	

### **APPLIES TO**

NorthCare Network Personnel

### **POLICY**

It is the policy of NorthCare Network to promote employee safety during inclement weather and/or unexpected office closures.

### **PURPOSE**

To establish guidelines for NorthCare Network personnel during inclement weather conditions and/or when an unexpected office closure occurs.

### **DEFINITIONS**

**Inclement Weather** – is severe weather preventing safe travel and is based on road conditions.

**Unexpected Office Closure** – is an office closure, as determined by the CEO/designee, due to unforeseen circumstances preventing a safe or effective work environment such as a power outage, broken pipes, no heat, no water, adverse weather, etc.

### **REFERENCES**

N/A

### **HISTORY**

NEW POLICY: 3/15/16

REVISION DATE: 11/27/17, 11/25/18, 9/26/19, 7/29/20, 3/4/21, 1/27/22, 8/17/23

REVIEW DATE: 1/20/17, 11/27/17, 11/25/18, 9/26/19, 7/29/20, 3/4/21, 1/27/22, 10/28/22, 8/17/23

CEO APPROVAL DATE: 3/15/16, 2/7/17, 12/11/17, 12/4/18, 10/10/19, 8/4/20, 3/4/21, 4/6/21, 2/1/22, 12/6/22, 9/5/23

BOARD APPROVAL DATE: 4/13/16

## **PROCEDURES**

All employees are expected to report to work unless the CEO/designee has closed the office due to an unexpected occurrence or inclement weather.

If it has been decided by the CEO/designee to not open the office, open later in the day, or close early due to an unexpected occurrence or inclement weather, the following will occur:

1. The HR Specialist, CIO, or Designee will notify Employees, Board Members, CMHSPs, and the media
  - a. It is the responsibility of the employee to make sure the HR Specialist has their most current phone number.
2. The HR Specialist, CIO, or Designee will contact the After-Hours Call Center to assure coverage for the Access and SUD phone lines.
3. Employees will be paid by NorthCare for hours not worked.

When the office is open and employees choose to stay home, arrive later in the day, or leave early, employees may use PTO with Supervisor approval to compensate for hours not worked.