

NORTHCARE NETWORK

POLICY TITLE: Inclement Weather/Unexpected Office Closure	CATEGORY: Personnel	
EFFECTIVE DATE: 4/13/16	BOARD APPROVAL DATE: 4/13/16	
REVIEW DATE: 10/28/22	REVISION(S) TO POLICY STATEMENT: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	OTHER REVISION(S): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
RESPONSIBLE PARTY: HR Coordinator	CEO APPROVAL DATE: 12/6/22 Dr. Tim Kangas, 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. It is the expectation of NorthCare Network that employees attend work as scheduled or use Paid Time Off (PTO) when approved by the CEO/Supervisor. Any employee may decide, based on personal safety, to request to use PTO versus driving during adverse weather conditions.

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 for each employee.

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

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

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

BOARD APPROVAL DATE: 4/13/16

PROCEDURES

Employees with questions or concerns regarding this policy and procedures should contact the Human Resource Coordinator or their CEO/Supervisor.

Generally, all employees are expected to report to work unless the major highways have not been plowed, are closed due to extreme weather, or the CEO/designee has closed the office due to unexpected occurrences. Quite often, bad weather conditions are localized in our area and, simply by waiting, you may be able to safely arrive at work later in the day. Under these circumstances, you should call your CEO/Supervisor to advise him/her of the poor weather conditions in your area and your expected time of arrival. Depending upon the circumstances, your CEO/Supervisor may tell you simply to remain at home that day. Employees who remain at home may use PTO as approved by their CEO/Supervisor to cover hours not worked.

Bad weather or an unexpected occurrence may happen after you have arrived at work. Depending upon the circumstances, you may be directed to a place of safety within the building or you may be told to leave. As an example, if there is a tornado warning, you should proceed to the safest location, as marked in the office emergency plan. Or, if an ice/snowstorm is threatening, the office may be closed early to allow you additional time to get home before the storm arrives. In the event the office is not opened, opened late or closed early, the following will be applied for paying wages to non-exempt employees:

- If it has been decided by the CEO/designee to not open NorthCare, open later in the day, or close early, 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 CEO/Supervisor approval to compensate for hours not worked.

AGENCY PROCEDURES TO ASSURE CALL COVERAGE

Access Line / SUD Line

- If it is decided to either not open the office, open late, or close early the HR Coordinator, CIO or designee will call our After Hours Call Center.

NOTIFY THE EMPLOYEES, BOARD MEMBERS AND CMHSPs OF CLOSING

If it has been decided to not open the office or to close early due to the weather or an unexpected occurrence, the CEO, designee, and/or HR Coordinator will notify the staff, board members, CMHSPs, and the media.

It is the responsibility of the employee to make sure the HR Coordinator has their most current phone number.