

NORTHCARE NETWORK

POLICY TITLE: Inclement Weather/Unexpected Office Closure	CATEGORY: Personnel	
EFFECTIVE DATE: 4/13/16	BOARD APPROVAL DATE: 4/13/16	
REVIEW DATE: 6/10/24	REVISION(S) TO POLICY STATEMENT: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	OTHER REVISION(S): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
RESPONSIBLE PARTY: HR Specialist	CEO APPROVAL DATE: 7/2/24 Megan Rooney, 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, 6/10/24

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, 6/10/24

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, 7/2/24

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 Customer Service and SUD main phone lines.
3. Employees will be paid by NorthCare for business hours not worked due to the closure.

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.

When inclement weather is in the forecast for the next workday, the CEO may direct the HR Specialist to send an email to staff encouraging employees to take their computers home to telecommute. Employees may choose to take their computers home to work during the inclement weather, work in the office, or take PTO with Supervisor approval.