



HRC's Inclement Weather Policy

In the event of inclement weather, TV Channels 13, 16 (ABC), 22 (CBS), 28 (NBC) and radio stations WDNH (95.3) and Classic 105.3 will list HRC's status by 6:30 AM. Status will also be listed on our Facebook page. The messages will note the Wayne and Pike locations together and the Effort location will be listed separately. One of three messages will be displayed:

CLOSED: Transportation is shutdown, no one should report to work.

DELAY: Transportation is on a two (2) hour delay, Offices open at 10:00 AM, all staff report at that time.

NO TRANSPORTATION: Transportation is shutdown, Offices open at 10:00 AM, ALL staff report at that time. **(See Footnote)**

** Continue to monitor until 8:00 AM, the message could change due to a change in the weather.

For payroll purposes, employees will be paid as follows:

Closed – All full-time employees will be paid for 8 hours. The hours will **NOT** count as hours worked and **WILL** affect overtime. It does not matter if he/she typically work more hours per day (i.e., Driver's). Part Time employees will not be paid for the day.

Delay/ Early Dismissal – All full-time employees will be paid from their normal starting time &/or end time. The hours will count as hours worked and will not affect overtime. (i.e. if a Driver starts his/her route at 7:30 AM and we have a 2 hour delay they are still paid from 7:30 AM).

Vacation / Sick – If an employee is on vacation or out sick for the day and HRC is closed, they **WILL** be charged for the day. If an employee is on vacation or out sick for the day and HRC has a delayed start or early dismissal, they **ARE** charged for the full day.

** If the Agency is on a DELAY or NO TRANSPORTATION mode and you do not report for work you **WILL** be charged a full vacation day.

When HRC is closed for the day - All staff are required to complete a **minimum of three (3) hours** of on-line training, or if permitted by your supervisor, complete a **minimum of three (3) hours** of work, or a combination of **three (3) hours** of work and training. You must complete either the attached training records or the Telework log and submit to your immediate supervisor the next day you return to work. If you do not have access to a computer, Chuck Scott has training packets in his mailbox outside his office that you can take home and complete. Failure to complete this requirement will result in being

charged a full vacation / sick day. If you have completed you required number of hours for the year, you must still complete the three hours on the days we are closed.

Professional staff must check e-mails and telephone messages throughout the day and address any situations that may arise.

FOOTNOTES:

1. *Van or bus drivers for the VTC/Day Programs will drive their own vehicles to work. HBW/CIE/OBRA/LS Staff who use Agency vehicles to perform their job responsibilities throughout the course of the day are allowed to drive their assigned agency vehicle. No other agency vehicles are allowed on the roads unless permission is granted from CEO, CFO, HR Director or Program Directors.*