SEVERE WEATHER POLICY

It is the responsibility of each employee to adequately prepare to be able to get to work during time of severe weather. Severe weather is defined as follows: Snow and/or ice, flood, rain or tornado damage which significantly impedes the normal flow of traffic. Heavy rains unaccompanied by flooding or low temperatures unaccompanied by snow and/or ice do not constitute severe weather.

The pay practices of the Severe Weather policy will be automatically implemented any time the National Weather Service issues a Winter Weather Advisory, or higher category winter weather notification, or a Tropical Storm Watch, Hurricane Watch, or higher category of such type of weather notification, effective anywhere in the counties of Tuscaloosa, Pickens, Greene, Sumter, Lamar, Marion, Fayette, Bibb, Hale, Perry, Marengo, Jefferson, Walker. Other aspects of the severe weather policy such as transportation decisions, cancellation of services and child care provisions will be implemented specifically as determined by the Administrator on Call (AOC) or Incident Commander (IC). In the case of flood or tornado damage which impedes the normal flow of traffic, the policy will be implemented by the AOC. Additionally, the AOC may implement the policy at his/her discretion.

Cancellation of Services
Under no circumstances will any service provided by DCH to its patients be closed or suspended without prior consultation and agreement between the Facility Vice President/Assistant Administrator, Incident Commander or Administrator on Call and Medical Staff Chief of that service and the approval of the Facility Administrator, or in case of his absence, the President/CEO.

Role of Administrator On Call
The Administrator on Call will be responsible for the operation of the policy during both normal work hours, nights and weekends.

1. The AOC is to report to the respective DCH facility as soon as severe weather conditions warrant and may require his/her presence.
2. Designate Incident Commander and opening of Incident Command Center as appropriate.
3. Duties during this time are to include but not limited to:
   a. Serves as the authority to hold employees over. This is done in consultation with Vice Presidents/Assistant Administrators and/or Department Directors/Managers;
   b. Insures that Department Directors/Managers are notified as to the weather conditions; decide if their presence is needed at DCH, and that the Department Directors/Managers remain informed as to the operational status of their respective departments;
   c. Maintains contact with the various Law Enforcement Agencies and Civil Defense as to road conditions, etc.;
   d. Be the Facility spokesperson with the news media.
Pay Practices
1. **Employees on one shift who work over on a relief shift.**
   Employees at work during the times of severe weather are expected to remain at work until their relief arrives and he/she can be properly relieved. Such employees are to be paid for such work hours.

2. **Non-exempt employees scheduled to work and who arrive late.**
   Non-exempt employees scheduled to work and who, because of severe weather, arrive late are to be paid for the actual hours worked. The employee may use A(W) or PTO(W), when available, for any remaining hours of his/her scheduled shift. If the employee works less than half his/her scheduled shift, the day will count as an incidence of absence.

3. **Employees scheduled to work and who are unable to get to work.**
   Employees scheduled to work and who, because of severe weather, are unable to get to work will be coded A(W) or PTO(W) when available. Any A(W) or PTO(W) day used during inclement weather will be counted as an incidence of absence.

4. **Non-exempt employees who are scheduled to work and are not needed or if service is closed, may be paid PTO (PTO/W) if available.** Employees who do not have available PTO hours or who may be in an initial 6 month employment period, may be coded A(W). Department Directors/Managers will be responsible for determining, in conjunction with their respective Vice Presidents/Assistant Administrators, if services should remain open and the appropriate staffing levels for their area. Employees who are scheduled to work and are late arriving, or do not report to work, should be paid as stated above. Exempt employees will be expected to report to work and assist in needed areas based on his/her qualifications.

5. **Employees who requested and were approved for PTO prior to activation of the policy may be paid PTO.**

6. **Employees who have been approved for intermittent FMLA and request to use an FMLA day after the policy has been implemented will be coded A(W).** Employees who have been approved for FMLA and are absent prior to the implementation of the severe weather policy may continue to use available benefit hours.

7. **Employees who are on call and are called in to work will be paid according to the call back policy.**

Phone System
Note that it is important to keep the Facility DCH phone system free of personal calls so that phone lines will be available for DCH purposes. If necessary, the Operators can restrict both incoming and outgoing calls. This will allow the system to continue to function for DCH purposes.


**Child Care**
When inclement weather occurs during the week and schools/day care facilities are closed or will be closing, the decision to offer temporary child care during severe weather will be determined by the Administrator on Call or Incident Commander. Employees will be allowed to leave work for up to an hour during the day and evening shift to pick up children and return to work. In most severe weather incidents, childcare may not be provided so employees should always prepare and consider childcare needs.

**Overnight Sleeping Arrangements**
When the Severe Weather Policy is in effect, the Out Patient desk (RMC) will not accept any reservations for guest rooms requested by employees. All requests for overnight sleeping accommodations will be referred to the facility Nursing Staffing Office, or the employee’s Department Director/Manager.

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