

Inclement Weather

THIS POLICY

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PAGE: 1 of 1

POLICY:

This policy seeks to provide guidance to the staff at each Wesley Woods community in the case of Inclement Weather. Staff scheduled to work are expected to report to work during inclement weather. Resident care activities and responsibilities, including support services, must continue to function properly.

Staff will be paid for all time worked. Staff should clock in and out as usual for the time worked. Any staff requested by his/her department leadership to be on premises and available to work to avoid staffing shortages will be paid the standard INCLEMENT WEATHER RATE of \$4.00 per hour for those non-working hours. During this time, the employee must be free to pursue other activities that might be available to them while they are waiting to start their shift. Supervisors can manual enter this time through the Supplemental Pay Tab in ADP with the code INC.

Staff remaining on premises for their own convenience will only be paid for time worked, and may only work as authorized by their supervisor or community administrator.

Staff should never leave their duties until replacement staff has arrived. In the event relief is unavailable due to inclement weather, staff will be required to stay until the replacement staff has arrived or they are relieved by their supervisor or community administrator.

Telecommuting during Inclement Weather - Unless it is an emergent situation and the employee has their direct supervisor's/manager's permission, all employees, including corporate executives, directors, supervisors and staff, shall use Paid Time-Off (PTO) when inclement weather prohibits their travel into work.

Some examples of emergent situations that would permit supervisors to authorize telecommuting during inclement weather may include, but are not limited to, the performance of duties associated with resident billing, payroll, corporate communications, and other functions necessary to ensure the delivery of resident care.

The manager has the discretion to make the decision pre-authorizing the employee to telecommute, deeming that it is appropriate, given the needs of the department. If they are a non-exempt employee, they will need to document their hours worked on a log for future data entry into ADP.

Approved By: Terry Barcroft, President/CEO, Wesley Woods Inc.

Last Date Reviewed: 2/15/2015 Revised: 12/1/2016 Traci Montgomery, Director Human Resources