

# Tidewater Youth Services Commission

## Operating Instruction 1.1

**Subject: Emergency and Inclement Weather**

**Issued by: Shawn Sawyer, Executive Director**

**Effective Date: January 20, 2005**

**Revised: October 23, 2018**

**Issued to: Deputy Director, Program Directors, Administrative Staff**

**Expiration Date: None**

The following operating procedure will outline how we will continue to perform our mission even under emergency or inclement weather conditions (note: the term emergency in this procedure refers to either public safety emergency, disasters, or inclement weather.) Only full-time and leave accruing staff are eligible for inclement weather or emergency pay.

### **When does emergency leave apply?**

Because there can be a wide variety of weather/road or safety conditions throughout the Hampton Roads region, discretion will be used to declare whether:

- The administrative office is open for business
- Counseling staff will be allowed to travel to provide services in the home/community
- A residential facility's staff will be allowed emergency leave due to conditions in their area.

In consultation with weather forecasts, program managers, senior management staff, and, when needed, local public safety officials, the decision to declare inclement weather or emergency days will rest with the Executive Director or his/her designee.

### **Facilities that cannot close:**

Our residential programs cannot close and must continue to operate even in

inclement weather or emergency conditions. Therefore, the following procedures apply:

- If an employee is NOT SCHEDULED to work on the inclement weather or emergency day, they are not eligible for inclement or emergency pay.
- If an employee is SCHEDULED but DOES NOT REPORT TO WORK, they are to be considered to be on inclement weather or emergency leave and will be paid for the number of hours they were scheduled.
- If an employee is either SCHEDULED or CALLED IN TO COVER, and DOES REPORT FOR WORK during inclement weather or emergency situations, they will be paid for their regular hours worked and have additional hours added to their annual leave balance equal to the number of hours they worked on the inclement weather or emergency day.
- Part-time non-leave accruing staff and relief staff who are scheduled to work or who are called in and report to work on inclement weather or emergency days will receive 1.5 times their normal rate of pay for the hours worked.

### **Working from Alternate Locations**

Employees who cannot report to work but have special projects or time sensitive assignments (examples: budget preparation or grant writing) may be given permission to work from home or an alternate location. The employee MUST receive prior approval from their supervisor. This approval is to be used judiciously and is to be granted only under exceptional circumstances. It is the supervisor's responsibility to ensure that no overtime payments result from an employee working from a location other than their normal work station, unless approved by the Executive Director or designee.

### **Employees Who Work at Sites Not Operated by TYSC**

Some TYSC employees report for work in settings not operated by the Commission such as Court Services Units and schools. In cases where the Commission office is open and it is possible for the employee to report to work at our office, the employee will be instructed to do so. If this is not viable, emergency leave will apply.

### **Non-Residential Programs:**

Employees in non-residential programs must deliver their services mainly in the client's home and community and they have flexible schedules which are not always dictated by program administrators. In addition, the location of the home visit may be different from the program locality where the program was "closed". Therefore, the following applies:

- The total number of hours worked for the week will be tallied. Totals less than 40 hours (up to 8 hours per inclement weather emergency day) will be added to the employee's time sheet as inclement weather or emergency hours.
- An employee who works ON the inclement weather or emergency leave day will have additional hours added to their leave balance equal to the number of hours worked. If inclement weather or emergency leave applies to only part of the day, only the hours worked during that time period apply towards hours being added to the employee's leave balance. The section regarding "working from alternate locations" applies in these cases. Also, if the employee is able to adjust their work schedule to make up the hours on another day, they should be encouraged to do so, and those hours will be regular, not inclement weather or emergency pay.
- If it is not "officially" an inclement weather or emergency day, but an employee does not feel safe making home visits due to weather or other conditions that exist, the employee (with the approval of their supervisor) may be allowed to use liberal leave and annual leave or PTO leave will be used to supplement the regular hours worked.

**\*Note:** Liberal leave policy is defined as follows: the employee has a choice whether to work or not, but hours not worked will be paid from existing annual leave or PTO balance. They will not be given any additional leave to cover the time missed. Sick leave may not be used in these instances.

### **Employee Safety:**

The Commission employs people who live throughout the region and weather/safety conditions can vary significantly from one locality to the next on any given day in Hampton Roads. We must rely on our employees' assessment as to their level of comfort with the driving conditions. Therefore, no employee is to be forced to drive in inclement weather or during emergency situations. They will be allowed to use annual or PTO leave if inclement weather or emergency leave does not apply on the day in question. Any suspected abuses of this policy will be handled as a disciplinary matter.

**Reported Procedures:**

It is the program director's responsibility to report to the Payroll/Accounting Clerk which staff members are eligible for inclement weather or emergency leave, and additional annual leave accruals as outlined in this procedure. The reporting form is to be forwarded with the time sheets for the pay period in which the inclement weather or emergency weather occurred.