A. GENERAL STATEMENT OF POLICY:

To establish attendance policy for essential and non-essential personnel during inclement weather.

B. SCOPE:

This policy will cover the Department of Surgery.

C. ADMINISTRATION:

This policy will be revised by the administrator and approved by the chairman.

D. TEXT:

The following guidelines will be observed in the event of inclement weather.

I. Closing of Clinic Due to Inclement Weather

All clinic staff (PSS, Nursing, and Clinic Management) will be deemed essential personnel in the event of inclement weather. Administrative staff will be deemed non-essential personnel. Emergency leave due to inclement weather (ice storms, snow storms, etc.) will be granted for periods during which classes are suspended and offices are closed or when “Essential Personnel Only” staffing is declared. Employees should stay tuned to local broadcast news media, and in the absence of such announcement, are expected to report to work.

Employees who fail to report to work in the absence of an appropriate confirmed announcement will be charged with vacation leave or leave without pay. Sick leave may not be used during these periods unless the employee is actually ill, and the department administrative officials should confirm to their satisfaction the legitimacy of such leave requests.

In the event of an “Essential Personnel Only Staffing” announcement, employees are expected to report to work unless otherwise notified by their immediate supervisor. The associate administrator will contact the PSS supervisor and nurse manager to develop the action plan and notify the subordinate staff.

In the event the clinics are closed or cancelled, the associate administrator will be responsible for contacting the designated personnel in each clinic. If inclement weather is a possibility, the associate administrator will designate patient services specialists to print the schedules. If the clinics are cancelled, the associate administrator will notify the designee and the patients will be contacted and notified of the cancellation. The associate administrator will notify the answering service of the cancellation.

Employees who report to work during periods declared as “Essential Personnel Only” staffing should not expect equivalent time off. Nonexempt employees designated as “Essential Personnel” and are required to work are entitled to equivalent time off.
II. Early Dismissal Due to Inclement Weather

In the event of inclement weather all clinic personnel must stay until notified by their supervisor. A skeleton staff will be named to finish the day’s clinic. This skeleton staff will be determined by the associate administrator and will be rotate among clinic staff. Employees that are required to stay at work will be given equivalent time off as emergency leave following approval by the supervisor.

E. DISTRIBUTION

This policy and procedure should be distributed to all Department of Surgery Employees.

F. REVISION

It shall be the responsibility of the administrator and/or designee to indicate any revisions to this policy and it shall be the responsibility of the chairman to approve any revisions to this policy.

NOTE: Employees are not eligible for vacation/comp time for the first 6 months of employment. Adherence to this policy is mandatory. Employees will be evaluated for compliance on the yearly performance evaluation. Any deviance from this policy will result in disciplinary action. Repeated non-compliance may result in termination from employment.