

STORM POLICY

Applicability: This policy applies to all Oak Hill employees.

I. Program Staff

- A. Oak Hill has the responsibility to safeguard the health, safety and well being of its program participants at all times regardless of the severity of the weather or the condition of the roads. Accordingly, all employees who work at non-campus program locations are expected to report to work as scheduled even in the event of inclement weather. As essential workers, program staff are expected to travel even during restricted times. If stopped on the way to work, staff should advise the public safety officials as to the nature of their jobs. Program staff may also have to utilize the assistance of public safety officials in getting to work.
- B. Program staff are expected to get to work on time in the event of inclement weather. The following are some suggestions on how program staff can meet this responsibility: (a) making arrangements to have your driveway cleared of snow; (b) notifying your apartment/condominium management that you are an essential worker who must report to work on time in the event of inclement weather; (c) ensuring that your vehicle is properly serviced for winter weather; (d) utilizing public transportation if necessary and available; (e) arranging for car pools; (f) leaving sufficient travel time to get to work promptly, and (g) keeping extra clothing and personal items in your vehicle in the event you are unable to leave work because of weather conditions or inadequate staff coverage.
- C. If a school or day program is closed due to inclement weather, staff shall report to a pre-arranged alternative location.
- D. If an employee cannot resolve weather-related transportation problems or if lateness is anticipated, he/she shall call the manager, program supervisor or program administrator as well as on-duty staff as soon as possible so that alternative coverage may be arranged.

II. Non-union Employees on Campus

- A. Except under unusual circumstances as determined by the President of Oak Hill or his/her designee, Oak Hill will close campus operations and dismiss employees early due to inclement weather only if state or local officials declare a "state of emergency" and request that businesses close or dismiss early.

- B. In the case of inclement weather, a non-bargaining campus employee may request to leave early and may do so only after receiving approval from his/her supervisor. An employee who is paid on an hourly basis (nonexempt) and leaves early under these circumstances shall be paid for the remainder of the day using accrued personal leave or vacation leave, if personal leave is unavailable.
- C. Any employee who is dismissed early by the President of Oak Hill or his designee shall be paid for the full day.
- D. If the President of Oak Hill or his designee decides not to open campus offices due to inclement weather or other emergency, a notice of such closing shall be made on WTIC radio. In the event of such campus closing, employees may be reassigned to off-campus locations. All employees shall be paid for the full day in the event of such campus closing.

Cross reference: Attendance

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