



**FRANCISCAN MISSIONARIES OF OUR LADY**  
HEALTH SYSTEM

<b>RESPONSIBLE DEPARTMENT:</b> Human Resources	<b>SUBJECT: Inclement Weather</b>
<b>NUMBER OF PAGES: 3</b>	<b>POLICY NUMBER:</b> HR.01.014
<b>EFFECTIVE DATE: 09/01/2018</b>	<b>REPLACES POLICY (NUMBER/DATE):</b> SFMC HR.08.011

**SCOPE:**

Applies to Team Members employed by Franciscan Missionaries of Our Lady Health System, Inc. (“FMOLHS”) and its wholly-owned Sponsored Organizations (collectively referred to herein as “Related Entities”); also includes contract staff.

**PURPOSE:**

To ensure continuation of core services and critical functions essential to patient care and organizational operations during Inclement Weather conditions and provide procedural direction in order to respond appropriately and care for those entrusted to our care.

**POLICY:**

Departments providing core services and critical functions to patient care and organizational operations shall remain open and shall staff according to patient care and operational needs during an Inclement Weather event. Executive leadership shall define core services and critical functions with consideration of current census, weather hazards, local and state advisories, patient care and operational needs. Staff from departments not considered a core service or critical function may be utilized for tasks outside their normal job duties to ensure patient care and operational needs are met during Inclement Weather. Staff are required to keep in communication with their leader during an Inclement Weather event.

**DEFINITIONS:**

**Alternate Department Hours.** Changing the normal business hours of a department or clinic, which may include a delayed opening, early closure, or total closure of a department during normal hours of operation.

**Core Business Departments.** Work Units which have been designated by the CEO/COO as significant to the continued operations of the facility and which are required to be staffed appropriately and operational during the Inclement Weather event.

**Core Personnel.** Workforce Members who are identified as necessary to maintain the critical functions or operations of the department.

**Inclement Weather.** Weather conditions creating severe transportation problems and causing the issuance of hazardous driving warnings that may affect Workforce Members' ability to travel to and from work.

**Key Leaders.** Members of management who are necessary to maintain core service and critical functions of the facility during the Inclement Weather event as determined by the CEO/COO.

**Partner Departments.** Work Units which have been designated by the CEO/COO as necessary to support the Core Business Departments and which are required to be staffed appropriately and operational during the Inclement Weather event.

**Team Members:** Employees of FMOLHS and its wholly-owned Sponsored Organizations.

**Workforce Members:** for purposes of this policy, employees of FMOLHS and contractors who are regularly scheduled to work at FMOLHS in Core Business Departments or Partner Departments.

## **PROCEDURE:**

The Inclement Weather policy shall be utilized when forecasted or current weather conditions have the potential to affect the Workforce Members' ability to travel to and from work. The determination to implement the Inclement Weather policy is made by the facility CEO, COO, or designee with consideration of current census, weather hazards, local and state advisories, patient care and operational needs. Each facility CEO/COO is responsible for designating Core Personnel, including Key Leaders, Core Business Departments and Partner Departments who are necessary to provide for the continued operations of the facility.

The CEO, COO, or designee may implement Alternate Department Hours or implement reduced staffing levels on a temporary basis, provided minimum staffing requirements are met.

### **Workforce Member Responsibilities**

- Workforce Members shall maintain contact with their leader and remain aware of weather conditions and travel conditions during an Inclement Weather event.
- Workforce Members shall work as scheduled unless notified that their work unit has implemented Alternate Department Hours at the direction of the CEO, COO, or designee. Workforce Members may be asked to work a different schedule due to department or facility needs.

### **Management Responsibilities**

- Management shall monitor weather conditions and implement the Inclement Weather policy/procedure with as much advance notice as reasonably possible.
- Management shall notify Core Personnel, Core Business Departments, and Partner Departments whose work requires them to be present on campus with as much advance notice as reasonably possible.
- Management shall communicate Alternate Department Hours and other changes to operations that result from Inclement Weather conditions to Workforce Members on an on-going basis and with as much advance notice as reasonably possible throughout the Inclement Weather event. Communications may include text alerts, email messages, phone

trees, internet postings or other methods as established by the facility or department.

- Management shall ensure that Workforce Members who are required to stay on-site during Inclement Weather events are provided with appropriate accommodations. Key Leaders are responsible to be on-site and available at all times during an Inclement Weather event.

**Compensation and Coordination with Other Policies**

- Team members working during the Inclement Weather will be compensated for hours worked as normal.
- Team Members who are required to stay on-site during non-work hours shall be compensated as outlined in the Disaster Pay Policy. Team Members who request to stay on-site during non-work hours due to travel conditions shall not be paid for their rest periods, however every effort will be made to provide such Team Members with appropriate accommodations.
- Nonexempt/hourly Team Members who miss scheduled work hours during an Inclement Weather event may: work from home if approved in advance by their supervisor, take available PTO, take unpaid time off, or make up their work time within the same week of missed time with the approval of their supervisors.
- Exempt Team Members who miss scheduled work hours during an Inclement Weather event may: work from home if approved in advance by their supervisor or take available PTO. Exempt Team Members also have the option of taking unpaid time off for any full days of missed work.
- Tardies and unscheduled absences during an Inclement Weather event shall be considered attendance infractions as outlined in the FMOLHS Attendance Policy.

Exceptions to this policy must be approved by Facility CEO/COO or the System Chief Human Resources Officer.

*Note: The information described herein does not create any legal rights and FMOLHS reserves the right to deviate from, revise or eliminate the policy, consistent with law, at any time, in its sole discretion.*

**REFERENCES:**

National Weather Service  
Disaster Pay  
HR.03.006 Time Off – Leave of Absence – Paid Time Off – Legacy Extended Illness  
HR.06.002 Attendance  
Emergency – Code Grey

**ATTACHMENTS:**

N/A

Approved by:

Joline Treanor  
Chief Human Resources Officer