



POLICY NUMBER	303
ORIGINAL DATE:	07/01/2003
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REVIEW/EFFECTIVE DATE:	01/15/2018
TITLE	INCLEMENT WEATHER

POLICY It is the policy of CHI St. Vincent to provide co-workers with notification on those dates in which the weather is determined to be so severe that it places the co-worker's safety at risk while traveling to and from the hospital.

**COWORKER/MANAGEMENT
RESPONSIBILITIES**

When conditions warrant, the Administrator on Call (AOC) or the Vice President of Human Resources should collaborate with the Director of Security and determine if an inclement weather declaration is in order. The Administrator on Call (AOC) makes the decisions for all campuses and sites in consultation with those leaders. The following criteria are general guidelines :

- The State Police and/or Governor closes highways or major thoroughfares
- The Governor/Mayor declares a state of emergency
- Major industries close down their plant operations
- Conditions look as if they will last more than a few hours.

The AOC will notify the leadership team if an inclement weather declaration is made. Marketing will send communication out to the staff, media and also activate the inclement weather phone message . The phone number is 501-552- ICEE (501-552-4233).

Staff will be classified as essential or non-essential when the inclement weather policy is in effect. Essential personnel are defined as those involved with direct care of the patient or support patient care areas and must report to work as scheduled. Non-essential personnel are defined as those not involved with direct patient care and will not, as a general rule, report to work. Refer to the grid below for specific instructions.

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CLASSIFICATION	REPORT TO WORK	PAID TIME OFF
Non-essential staff (hourly/non-exempt)	Do not report to work	Can request PTO or no pay
Non-essential staff (salaried/exempt)	Recommendation: stay home	Can take PTO when staying home or work from home if have access to the CHI network. Request to work from home must be approved by department management.
Essential staff	Report to work as scheduled	N/A (see Essential Personnel section)
Management -Essential	Report to work as scheduled	N/A (unless pre-scheduled PTO)
Management -Non-Essential	Not required to report unless instructed by their Manager. .	N/A

Non-essential Personnel

All departments that operates Monday through Friday (regular day shift hours) are classified as Non-essential personnel are members of the departments listed in the table below.

Accounting	Health Ministry
Arkansas Health Network	Health Promotions
Athletic Training	Human Resources
Auxiliary	Joint/Spine Academy
Bereavement Services	Leadership Development
Business Services	Marketing
Cardiac Rehab	Medical Affairs
CDMP Program	Nurse Recruitment
Clinical Education	Outpatient Physical Therapy
Clinical Informatics	OneCare
Community Outreach	Purchasing
Contract Services	Physician Services Office
Education	Quality Resource Management

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Employee Health	
Employee Pharmacy	Risk Management
Employee/Labor Relations	RN Residency
Financial Services	Sleep Disorder
Foundation	Stroke Program
Health information Mgmt	Students (external programs)

Essential Personnel

Essential personnel are members of all departments not listed as non-essential departments (above) and must report to work as scheduled.

On those rare occasions that it might be impossible to get to work, your department manager or supervisor should be contacted as early as possible, but not later than two hours prior to the scheduled on-duty time. This advance notification will allow time for evaluation of hospital occupancy and work schedules to determine the minimum number of co-workers required to perform the work. Managers will modify schedules and make adjustments as needed to meet the workload of their department(s).

Once co-workers arrive at work, they generally will be expected to complete a normal work schedule. On days of inclement weather, a department manager may permit co-workers to leave early if difficult driving conditions are anticipated. In these cases, the co-worker may be paid for the time between clocking out and the end of a normal workday by utilizing their PTO. Co-workers may not leave following their shift until a replacement has arrived. Clinical staff must check out at the Staffing Office.

In cases of inclement weather resulting in a Code Green, all co-workers regard less of whether scheduled are required to contact their department management and inquire as to the needs of the organization. If they are requested to report and fail to do so, access to PTO will be denied and the co-worker will not be paid for the day.

PTO may only be utilized on inclement weather days under the following circumstances:

- The days was previously scheduled as PTO
- The co-worker has called in prior to work time and been informed by their manager to specifically stay home.

Clinic Personnel

The Vice President of Clinic Operations in collaboration with the AOC will determine if an inclement weather declaration is in order for clinic locations. The Vice President of Clinic Operations will notify clinic managers if a decision is made to close the clinics. During periods of inclement weather staff should contact their managers to find out if they must report to work.

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Command Center

A Command Center will be established in the Scheduling Office and manned 24/7 by members of the Staffing Office and Clinical Leadership team. A rotating schedule for the team will consist of 3 members (and two directors, and/or manager or the Vice President, Patient Care Services) for the Infirmery. A rotating schedule for Hot Springs will consist of 3 members (2 director, and or manager or the Vice President , Patient Care Services . These leaders will be expected to remain through the duration of the event.

The Command Center will:

- assist with staffing as needed.
- coordinate housing for staff.
- assist with meal service assist with staff communication
- assist with workload projections (surgery cases, etc)
- obtain staffing and operation reports from SVM, SVN, SVHS and clinics.

Management & Executive Assistants

- Directors/Manager s should utilize the Kronos Schedule Deviation log to ensure the co-workers are paid properly.
- Department managers and above are held to an even higher standard and are, therefore , expected to be at work. Executive Assistants will provide support via rotation to the Executives during the inclement weather.

Vice President of Human Resources	Date

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