

Inclement Weather Policy

The Arc Carroll County provides valuable services to individuals with intellectual and developmental disabilities. While The Arc Carroll County will always keep the safety of its employees in mind, we are responsible for providing these services as scheduled. This includes maintaining suitable staffing levels in all departments, especially at our Residential homes and Support Services locations requiring around-the-clock coverage, regardless of weather conditions.

Procedures

Essential Personnel:

Full-time and part-time staff members at our Residential homes and Support Services locations requiring around-the-clock coverage are considered *Essential Personnel* and must make every effort to report to work. When inclement weather occurs, you are expected to report to work as scheduled, or as soon as you are safely able to do so. A call-off for impending inclement weather is not acceptable. Staff members already at work should prepare to stay longer than their regularly scheduled shift in the event replacement staff members are not able to make it to work safely. Communication with your supervisor is imperative. Call-off timeframe requirements are department-specific, so please ensure you confirm the expectations with your supervisor.

Kriders Church Road Facility:

The Executive Director or designee will determine the operating status of The Arc facility at 180 Kriders Church Road in coordination with Carroll Transit. This may mean a different schedule than the one communicated by Carroll County Public Schools. We may choose to close or announce a late opening or early dismissal where severe weather warrants such action. Any closure or change in business hours will be communicated to employees via a posting on the Company website and a Paylocity announcement. Please ensure a current email address is in Paylocity so you receive information timely.

Community Activities During Inclement Weather:

As most of our Day services are now provided in the community, virtually or at individual's homes rather than at the Kriders Church Road facility, during inclement weather, we still need to provide services to our individuals so as not to disrupt their daily routines, as well as to receive funding.

In cases of extreme severe weather where it is not safe to travel, our Executive Director or his designee will post messages to The Arc website and Paylocity Community, announcing that travel is unsafe or should be delayed until a set time. During these times, DSPs should:

- *Contact family/individual to advise them of a modified schedule for that day;*
- *Engage remotely via Zoom;*
- *Utilize an inclement weather event kit – something that can be left with individuals to do during inclement weather. The employee could call the individual and walk them through the activity if a computer is not available.*

In the event of inclement weather severe enough to close the building or prohibit travel, or if the facility has a delayed opening or early closing, or travel needs to be restricted at the beginning or end of the workday due to severe inclement weather:

- **Exempt and Administrative Non-Exempt Personnel** are expected to work from home. If circumstances are such that you cannot (including having insufficient tasks to sustain productivity), you may request to use accrued vacation or personal time or take the time off without pay for the missed work hours, with your supervisor's approval. You must submit your request to use vacation or personal time via Paylocity prior to the end of the pay period. Failure to do so will result in your not being paid for the day.
 - **Full-Time Day and Employment Services DSPs (non-exempt)** are expected to work from home if they have the ability to do so and have the approval of their supervisor. Virtual classes via Zoom should continue as scheduled. DSPs are expected to engage with their individuals/groups remotely via iPad or phone for a minimum of one hour. If you are not able to engage remotely, you may request to use accrued vacation or personal time or take the time off without pay for the missed work hours, with your supervisor's approval. You must submit your request to use vacation or personal time via Paylocity prior to the end of the pay period. Failure to do so will result in your not being paid for the day.
- Note:** If you were already scheduled off on a day when the Kriders Church Road facility closes, or travel is restricted for any amount of time due to inclement weather, you will not be able to substitute unpaid time off in lieu of vacation or personal time. Your original leave request approval will be honored.
- **Part-Time Day, Employment Services and Administrative Personnel (non-exempt) and Sub (PRN)** employees are expected to engage remotely. If circumstances are such that you cannot remotely engage your individuals, you are not eligible for pay for any missed work hours.

Transportation Department Personnel:

Bus Drivers and Bus Assistants will follow the directives of Carroll County Public Schools (CCPS) for delays, early dismissals and closures due to inclement weather, as announced on radio and television and as communicated via our internal phone tree. If Bus Drivers/Assistants are unable to make it to work as scheduled, they are to communicate this information in accordance with pre-established department requirements. You are not eligible for pay for any missed hours due to CCPS delayed openings, early dismissals or closings.