

CHANGE, Inc.

Inclement Weather Policy

Updated November 15, 2017

General Information

CHANGE, Inc. policy regarding inclement weather is designed to ensure we always keep the safety of employees and individuals in mind. We are, however, responsible for providing services as scheduled. This includes maintaining suitable staffing levels in our Day Services, Employment, Transportation, Support Services, and Respite Inn operations regardless of weather conditions.

The Chief Executive Officer or designee will determine the operating status of CHANGE, Inc. facilities and community based services in coordination with local public transportation providers and other reliable sources. We may choose to close or announce a late opening or early dismissal where severe weather warrants such action. The operating schedule for CTS buses is influenced by Carroll County Government, consequently CHANGE transportation may be affected. Any changes to CHANGE business hours will be communicated to employees, individuals, and families via a posting on WBALTV, WTTR radio, company website, Facebook page, company e-mail distribution, and greeting on the main CHANGE phone line.

If a State of Emergency is declared, CHANGE will not open Administrative, Transportation, Employment, or Day Services Programs.

Families/Caregivers

If CHANGE announces that Day Program facilities are open but with limited or no transportation, families, caregivers, and provider agencies are welcome to transport individuals to the facilities. However, families, caregivers, and provider agencies will be required to provide transportation at the end of the day.

General Information for Staff

If the State of Maryland or Carroll County declares a State of Emergency, only essential personnel are permitted to be on the road. If a State of Emergency is declared employees will not be required to use PTO for time off.

If the State of Pennsylvania declares a State of Emergency, staff who are Pennsylvania residents will not be required to use PTO for time off.

All staff are expected to report to work on days when the announcement is made that our facilities and/or community based services are open.

If staff chooses to take the day off due to inclement weather, and CHANGE facilities are open, they will be required to utilize PTO before using leave without pay for days missed.

When CHANGE facilities are closed due to inclement weather, all Administrative, Day, Employment, and Transportation staff will be paid for the number of hours they were scheduled to work that day.

If you were already scheduled off on a day when CHANGE facilities and/or community based services are closed for any amount of time due to inclement weather, you will be required to use your PTO as scheduled. Your original leave request approval will be honored.

Staff reporting for work on days when CHANGE is closed to individuals due to inclement weather are expected to help wherever needed, as determined by their level of training and supervisor discretion. This may include providing assistance to individuals in the Support Services program, clearing snow from agency vehicles or sidewalks, work on programming, projects, training, or other tasks as determined by supervisors.

If an employee is scheduled for training on a day when CHANGE is closed or opening late, it is the employee's responsibility to contact the training facility to inquire about training cancellations (i.e., Dimensional Health, other agencies, or training sites).

When CHANGE facilities have a delayed opening or early closing due to inclement weather, Administrative, Day, and Employment staff who report to work late, or leave early will be paid for the number of hours they were scheduled to work that day. If you report later than the opening time or leave earlier than the closing time, your hours will be adjusted accordingly.

If a staff member cancels a shift due to inclement weather, they are required to use PTO and the cancellation will be recorded in their personnel file. Excessive call outs due to inclement weather will result in disciplinary action.

Transportation Staff

Instead of normal split shift hours, part-time transportation staff should report to work as close to 9:00 a.m. as possible and are expected to work the number of hours they would normally work that day.

Administrative/Day/Employment/Transportation Staff

Administrative, Day, Employment and Transportation staff are expected to report to work on days when the announcement is made that our facilities are open.

Employment Supports

Employees who provide transportation to individuals who work in the community are to use their discretion during inclement weather, and to consult with the Transportation Manager and their supervisor. If these employees supervise contract work for CHANGE, they are expected to report to the place of employment to fulfill

the job responsibilities of the contract. The employee must notify their supervisor if they are not able to transport their individuals or fulfill other job requirements.

If CHANGE is closed, and the Community Employment employee or driver is able to get individuals to work, they will be paid a differential wage.

Individuals in Community Employment placements will follow the inclement weather policy of their place of employment.

Support Services/Personal Support Staff

Staff members, full-time and part-time, in our Support Services Department 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 should prepare to stay longer than their regularly scheduled shift in the event that individuals' needs require it. Communication with your supervisor is imperative. Call-off time frame requirements are department-specific, so please confirm the expectations with your supervisor.

If a family/primary caregiver cancels Personal Support hours and CHANGE is OPEN for day services, Support Services staff have the option of taking PTO or taking leave without pay. Your supervisor will confirm with the family/primary caregiver that the shift was cancelled.

If a family/primary caregiver cancels Personal Support hours and CHANGE is closed, Support Services staff will be paid their normal hourly rate for the cancelled time up to 3 shifts per calendar year. A shift is defined as the time you are normally scheduled to work on that day. Your supervisor will confirm with the family/primary caregiver that the shift was cancelled.

Support Services Staff who provide essential services during inclement weather will be compensated with a differential of \$2/hour. This differential will be paid for hours worked from 6:00 a.m. – 5:00 p.m. in the event that CHANGE is closed for day services. The Department Director and CEO will determine whether to extend the differential past 5:00 p.m. and during holidays and weekends. This determination will be reflected on your paystub in Paylocity.

Support Services staff need to contact the on-call manager to make arrangements for Transportation to provide essential services. This may include contacting local authorities to provide transportation.