

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OFFICE OF EDUCATION SERVICES  
Policies and Procedures**

**MANDATORY OPERATIONS ADVERSE WEATHER**

**Effective Date:** April 16, 2004  
**Original Effective Date:** February 1, 2003  
**Reference(s):** [State Personnel Manual, Leave, Adverse Weather, Section 5](#)

**Purpose:**

This policy applies to all staff who support children served on a residential school campus. The Office of Education Services' residential schools are twenty-four (24) hour facilities and must maintain at least a minimum level of care and services for children while on campus. When children are not on campus the non-mandatory, Office of State Personnel, Adverse Weather Policies will apply [see Appendix I for the State Personnel Manual, Adverse Weather Policy, Section 5, pages 38-40]. Announcements specific to each School will be made over local television and radio stations regarding the Adverse Weather Plan in effect, whether Mandatory Operations or Non-Mandatory Operations. Employees are also required to check the School's voice mail for pertinent information, which will include a TTY message for the Schools for the Deaf.

**MANDATORY OPERATIONS DEFINED**

In effect when children are on campus. All staff are required to report to work, and may not leave until relieved of duty by their supervisor. Adverse weather leave cannot be used during mandatory operations. Employees must use vacation leave, or be docked, and contact their supervisor immediately if extraordinary adverse weather circumstances prevent reporting to work. Employees who do not report to work during mandatory operations may be subject to disciplinary action.

**NON-MANDATORY OPERATIONS DEFINED**

In effect when children are not on campus. All staff can make individual determinations regarding their ability to report to work, or the need to leave early, due to adverse weather conditions. Staff are required to communicate with their supervisor per the normal call-in policy regarding their decision to report to work, or the need to leave work early, due to adverse weather. Adverse weather leave can be used during non-mandatory operations.

**ADVERSE WEATHER CONDITIONS**

Adverse weather can be the result of different weather situations. Examples of adverse weather conditions are:

- Floods
- Hurricanes
- Tornadoes
- Snow/Ice
- Severe Thunderstorms

## **DECLARATION**

The School Director, or his/her on-site designee, makes the declaration of Mandatory or Non-Mandatory Adverse Weather Operations. During a declared weather emergency there shall be an Incident Commander on-site at all times. The School Director or designee shall serve as the Incident Commander for the duration of the weather emergency and until normal operations return.

## **MEDIA ANNOUNCEMENTS**

The School Director or his/her designee shall contact local television and radio stations to make media announcements regarding the implementation of an Adverse Weather Plan, whether Mandatory Operations or Non-Mandatory Operations [See Appendix II for local media contact information].

All staff are required to tune into designated local television and radio stations for adverse weather announcements. Additionally, staff are required to check School voice mail for additional Adverse Weather Plan information, which will include a TTY message for the Schools for the Deaf.

## **STAFFING**

During a weather emergency a Staffing Headquarters will be designated by the Incident Commander, and all staff are required to report into the Headquarters upon arrival to work. Staff assignments will be coordinated through the Headquarters.

All employees are expected to report to duty as indicated in the Adverse Weather Plan in effect, whether Mandatory Operations or Non-Mandatory Operations. The employee's name badge will provide proper identification when traveling to and from work if a curfew has been imposed by the local authorities.

Employees are expected to maintain readiness to report to work in adverse weather conditions and have plans for alternate transportation, including carpooling. Employees are also expected to have alternate plans for childcare and other dependant care during adverse weather.

The Incident Commander reserves the right to transport staff to and from work as deemed necessary. Employees who are unable to report to their regularly assigned shift due to adverse weather shall charge time lost to vacation leave or leave without pay, and may not charge time lost to adverse weather leave.

Employees in direct care positions that are scheduled off duty will serve as backup or alternatives for those on duty and may be called into work to help provide minimum coverage. Staff shall remain on duty until replacement coverage arrives.

Employees on pre-arranged vacation or sick leave, who do not report to work, will be charged leave with no provision for make up time.

Travel time to and from the work site will not be counted as time worked.

## **TRANSPORTATION**

All employees are expected to maintain readiness to report to work in adverse weather conditions by use of personal vehicles or have a plan for alternative transportation, including carpooling. The School may provide transportation at the request of the Incident Commander. Employees needed to maintain minimum or appropriate staffing

shall have transportation priority. Staffing Headquarters will select employees to be transported to and from work based on the number needed to maintain coverage.

**FOOD AND LODGING**

Housing will be provided, if possible, for staff who may be stranded at the School or who elect to remain in order to meet staffing needs. Staffing Headquarters will be informed of areas that have been set up to accommodate employees. Persons requiring housing accommodations on-site shall contact Staffing Headquarters for those arrangements.

Meals will be available for staff staying overnight and those who must remain for extended periods of time.

**POLICY NOTIFICATION**

At the time of employment, each employee must:

- Review the Mandatory Operations Adverse Weather Plan and be aware of his/her responsibilities during adverse weather.
- Have alternate transportation plans
- Have alternate child care/dependant plans, if needed

**EMPLOYEE INFORMATION**

All employees are responsible for keeping their supervisor and the School Human Resources Office informed of their current home address and home telephone number. Failure to do so may result in disciplinary action. This employee information will be kept confidential, and will only be accessed by Human Resources and the employee's chain of command.

I, \_\_\_\_\_, have read, understand, and received a copy of the **Mandatory Operations Adverse Weather Policy** above.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Supervisor's Signature

\_\_\_\_\_  
Date

Cc: Personnel File