



"Creating Life Opportunities"

Policy and Procedure # 643

Inclement Weather

Approval: _____ Effective Date: 5/9/24

POLICY:

EFI is a Human Service organization providing 24/7 care for developmentally disabled adults. For that reason it is imperative everyone that works directly with EFI clients make every effort to report to work, even when we experience inclement weather.

However, EFI is not stating or requiring that any employee puts themselves in harm's way for any reason. It is important when possible to make arrangements to report to work as our clients depend on us to be available for their needs.

PROCEDURE:

1. Kimbel Building:
 - A. The Kimbel Building will remain open during inclement weather during normal business hours.
 1. The Executive Director will close the building when deemed essential.
 - B. Employees will follow the Emergency Policy for parking lot procedures.
2. Call-offs:
 - A. In the event that an employee, due to inclement weather, cannot report to their scheduled shift they will be required to follow these procedures:
 1. Kimbel Building employees shall follow these guidelines:
 - a. Employees will call in and leave a message for their supervisor as soon as they know that they are unable to report to work, this includes all Vocational and Community employees that work out of the Kimbel Building.
 2. Residential employees shall follow these guidelines:
 - a. First and foremost employees need to be prepared (bring extra clothes, medications and if you are in need of transportation to and from work make arrangements ahead of time).
 - b. In the event an employee can't report to their scheduled client's home, they MUST call in for their shift as follows:
 - (a) The employee will call their Supervisor.
 - (i) In the case that their Supervisor does not answer, a message is to be left for the Supervisor to call the employee back with instructions.
 - (ii) Day shift is to call one hour before the shift is to begin.
 - (iii) Swing shift & Grave are to call three hours before the shift begins.
 - c. Employees do not notify the AOC.



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3. Because of the nature of the business at EFI, employees must keep their Supervisor/Director up to date regarding their work schedules during inclement weather.