

 Seniors and People with Disabilities State Operated Community Program (SOCP) Policies and Procedures	Supersedes: Admin. Memo 02-02	Policy Number: 2.013
	Effective Date: July 1, 2004	
	Approval Signature:	
Subject: Inclement Weather		

POLICY:

The physical safety of staff and individual's living in each home is the priority of SOCP. During periods when the roads are unsafe to drive on, the following is expected to occur:

<u>Responsibility</u>	<u>Action</u>
All employees	Use mass transit to report to work if available. Drive only when the roads are safe (plowed or thawed out) when coming to work. It is important to be at work because some co-workers will have been mandated to work overtime and need relief as soon as possible. Go to the closest group home other than their regularly assigned home if better able to safety get there. The employee must call their supervisor and let them know where they are working. Notify immediate supervisor to discuss the possibility of staying home or at an alternate work site if it is more than half way through a shift before an employee can report to work (or to their assigned home).
Site Manager or Supervisor	Evaluate on case-by-case basis tardiness due to traffic issues. One of the factors will be how often the reason is used.

All time loss because of inclement weather can be covered by vacation/comp/personal business or excused leave without pay (LWOP).