

BLUEBONNET TRAILS COMMUNITY SERVICES

Original effective date: 9/1/08

Revised: 2/7/2011, 2/5/2014

Approved:

Operating Procedure

Human Resources

Inclement Weather

INCLEMENT WEATHER

The purpose of this procedure is to establish a procedure regarding inclement weather.

Bluebonnet Trails Community Services encompasses a very large catchment area. Insofar as weather conditions may vary extensively throughout the service area, weather conditions in an area served by an individual office may vary extensively. It is not possible for Administration to make a better determination than each employee about the safety of reporting to work. During severe weather conditions, each employee must decide whether they are able to safely report to work.

Program Closures or Delays: Program closures and delays during severe weather conditions will be based upon the overall safety of the persons we serve and staff. As it relates to the delivery of services, each location will follow the schedule of the local Independent School District (ISD) as it pertains to closures and delays due to inclement weather. Program supervisors will provide communication to ensure persons and families are notified of the closure or delayed opening of programs during an inclement weather day.

Employee Responsibilities: Employees are responsible for checking in with their supervisor and monitoring the Bluebonnet Trails Community Services website for updates related to closures and delays due to inclement weather.

It is the responsibility for each employee to make every effort to report to their assigned work site as scheduled. In making this decision, each employee is also choosing to use either accrued vacation, accrued compensatory, accrued holiday, or leave without pay to cover their absence.

Employees who have been employed with Bluebonnet Trails Community Services for fewer than the sixty (60) day waiting period will be allowed to use accrued vacation leave.

The hours of closure and/or delayed opening will be factored in to the monthly performance expectations of staff. These hours will be subtracted from the monthly expectations noted within the position descriptions of each staff member.

Essential Services Responsibilities: Essential services, including but not limited to crisis-related and 24-hour services, must be able to respond when a location is closed due to inclement weather. The supervisors for the essential services will ensure adequate coverage to ensure access to quality care. Essential services staff responding to situations will be compensated additionally for the on call service hours, per our operating procedure. The overall safety of staff and the persons served will be considered when responding in the communities we serve.

Each contract between Bluebonnet Trails Community Services and contracting state agencies

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specifies the performance expectations in delivering essential services. Any difficulty, as a result of the inclement weather day, toward achieving performance expectations will be documented in the service records describing the service provided during an inclement weather day. These records will be shared with contracting entities providing justification for performance during inclement weather.