



memo

TO: ALL STAFF

FROM: Kathy Scott

CC: Ashley Brocious, Michelle Ezerski, Michelle Duley, David Galpin

DATE: 11/11/19

RE: Inclement Weather Staffing 2019-2020

To develop an inclement weather approach that allows for more days open, we have created a local route option for day services. In turn, there are some potential changes to your schedule. Please see below for how each inclement weather option impacts your position:

1) 1-hour Delay:

CDS/CES/VO/VON/VOA: Report one hour later than your normally scheduled time unless prior approved or requested. May use PTO or take unpaid for hour delay.

Caretakers, Receptionist, Administrative Assistant, Billing Specialist, Business Assistant, Maintenance & Custodial Supervisor, All Directors, All Coordinators, Employment Specialists, Off-Site Facility Supervisor, Transportation Logistics Supervisor, Transportation Services Specialist and CEO: Report to work at your normally scheduled time. If you feel the weather is unsafe, please do not hesitate to contact your supervisor about coming in later. May use PTO or take unpaid if call off or late arrival.

Production Specialists/QA Lead/Truck Driver: Report to work one hour late unless otherwise instructed. May use PTO or take unpaid for hour delay.

2) Local Route:

CDS/CES: A predetermined rotation of staff including both CDS/CES will be expected to report to RT at their regularly scheduled time. The staff on the rotation are expected to come in OR get their shift covered. **The shift is ultimately the responsibility of the staff on the rotation.** If you cannot get it covered, it will be considered a call off.

If attendance of persons served is low, staffing will be reassessed, and staff may be asked to go home- unpaid. This will be assessed by 9am. In addition, if more people than anticipated come in to RT, staff should be aware that they could be called in. All staff reporting to work as scheduled who are then asked to leave due to low attendance will be paid for a minimum of 2 hours.

Please discuss any questions about your place on the staffing rotation with immediate supervisor.

VOA/VON/VO: A predetermined rotation of staff will be expected to report to RT at their regularly scheduled time. The staff on the rotation are expected to come in OR get their shift covered. **The shift is ultimately the responsibility of the staff on the rotation.** If you cannot get it covered, it will be considered a call off.

Caretakers, Receptionist, Administrative Assistant, Billing Specialist, Business Assistant, Maintenance & Custodial Supervisor, All Directors, All Coordinators, Employment Specialists, Off-Site Facility Supervisor, Transportation Logistics Supervisor, Transportation Services Specialist and CEO: Report to work at your normally scheduled time. If you feel the weather is unsafe, please do not hesitate to contact your supervisor about coming in later. May use PTO or take unpaid if call off or late arrival.

Production Specialists/QA Lead/Truck Driver: Your immediate supervisor will advise you on whether to report to work as scheduled. May use PTO or take unpaid day.

3) Closed:

All services in house are closed.

VOA/VON/VO: Transportation routes for community employment will still run. A predetermined rotation will be assigned to complete these routes. The staff on the rotation are expected to come in OR get their shift covered. **The shift is ultimately the responsibility of the staff on the rotation.** If you cannot get it covered, it will be considered a call off.

Caretakers: Report to work unless it is a Level Three Emergency. If you feel it is unsafe to come in, please contact your supervisor.

Community Engagement/Career Discover Specialists, Receptionist, Administrative Assistant, Billing Specialist, Business Assistant, QA Lead, Production Specialists, Truck Driver, Maintenance & Custodial Supervisor, VO/VON/VOA's: Do not report to work. May use PTO or take unpaid for the day.

Transportation Services Specialist/Transportation Logistics Supervisor: Discuss with supervisor your need to report to work. May use PTO or take unpaid if call off.

All Directors, All Coordinators, Employment Specialists, Off-Site Facility Supervisor and CEO: Report to work unless it is a Level Three Emergency. May work from home if the Telecommuter Form has been completed and signed by supervisor and CEO. Must take required equipment home night before in order to work from home. May use PTO or take unpaid if call off.

Please discuss any questions about your place on the staffing rotation with immediate supervisor.

Please be aware you are expected to follow RT's Notice of Absence (Call Off) procedure located in Policy P-23, Employee Attendance.