

## **Inclement weather policy for Domus school engagement, MSFA, and H2H employees**

In the case of inclement weather, here is the protocol for Domus full-time school engagement, MSFA, and H2H employees.

**Organization-wide shut down:** In rare cases of extreme weather, the Executive Director will make the call that all non-essential personnel do not have to report to work. In this case, full-time employees are not required to work (except as noted by their supervisor) and are not required to use a PTO day, as the building/programs are not open. Contact your supervisor if there is something urgent that needs to be completed that day. Depending upon the position of the employee, they may be required to be on call or respond to situations remotely. Essential maintenance and other identified staff need to work as scheduled.

For the most part, when there is inclement weather there will not be an organization-wide shut down. Here are the procedures for inclement weather otherwise.

### **School Engagement, MSFA, and H2H Programs**

Regardless of the weather, if school is in session, employees are expected to report to work. We will follow what our school district does regarding cancellations, delays, and early dismissals. If you live in an area that prevents you from coming to work, you may take a PTO day instead of coming to work.

**School delays:** We ask that you get to work as soon as feasible given the weather conditions but no later than the delayed start of the school day (SPS always has a two-hour delay). Staff should not drive youth home or to school during snowstorms and should check with supervisor before transporting youth on a school delay.

**Early dismissal:** Staff will remain in the building until all youth leave. Staff should not drive youth home during snowstorms and should check with supervisor before transporting youth on an early dismissal day.

**School cancellation:** Staff may use a PTO day, may come to the (Lockwood) building to work, or may work from home depending on workload and supervisor's approval. Family advocacy leaders will outline the plan for the day with the staff. When travel is safe, staff may be required to come to the building for staff development/meetings. If you plan on coming to the building to work, please plan an arrival time after 9am to give the maintenance crew the opportunity to clear driveways and walkways.

Generally, when there are consecutive snow days, employees will be expected to work on site after the first snow day. As always, using PTO time is an option.

**If staff members work on a cancelled school day, they should not drive for work or transport youth. Staff members should check with their supervisor before transporting youth or driving for work on days that are delayed or have an early dismissal.**

**Staff should take work home the night before a predicted weather event, so they are prepared to work from home.**

**I acknowledge that I have read and that I understand the inclement weather policy and expectations of Domus Kids. I further acknowledge I have had the opportunity to ask questions about the content of this information to get clarification.**

**I agree as an employee of Domus Kids to follow these guidelines.**

**Signed: \_\_\_\_\_ Date: \_\_\_\_\_**

**Printed name: \_\_\_\_\_**