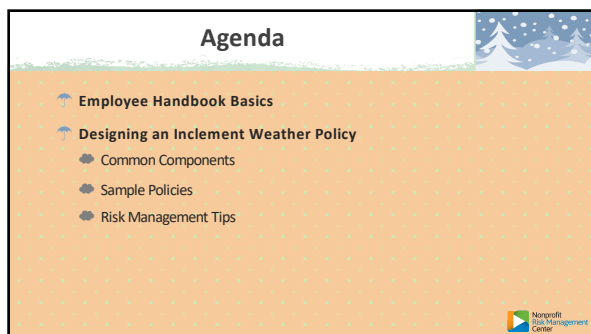


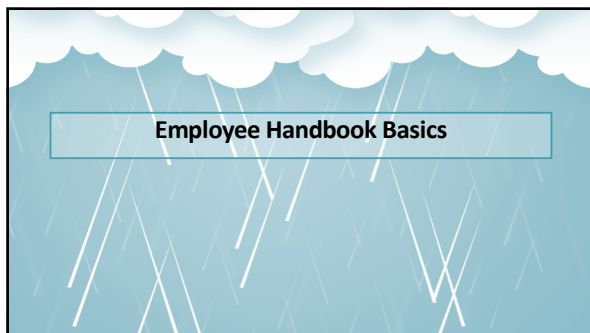
1



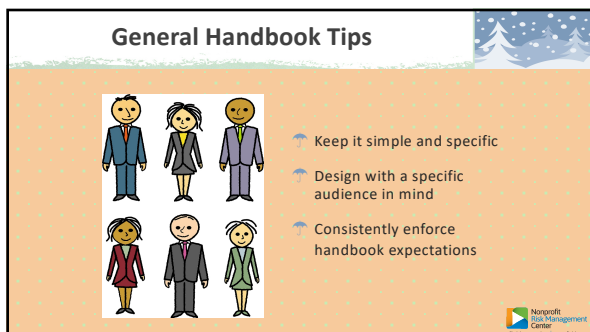
2



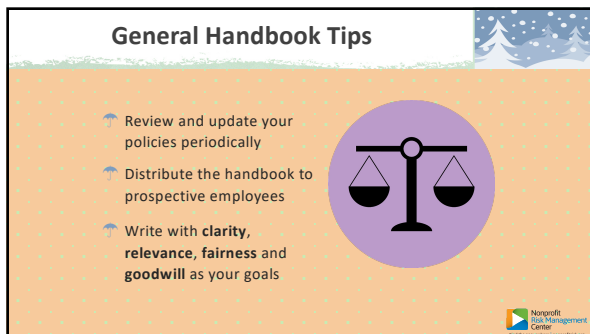
3



4





5



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Policy Mistakes

- Language that implies illegitimate claims
- Limits on the flexibility of discipline and termination
- Stating that overtime will not be paid




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Policy Mistakes




- Promising confidentiality
- Language that is too broad or too narrow
- Improper deductions



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Designing an Inclement Weather Policy



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What is inclement weather?

- Inclement weather can include any kind of extreme weather which might create hazardous driving conditions or significantly impair normal operations.
- This may include snow, ice, severe thunderstorm activity, tornadoes, flooding, excessive heat or other natural perils.



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Why have a policy?


- Safety!
- Provide clear expectations and guidance



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Common Components


- Process of communication and authority
- Telecommuting and alternative options
- Essential personnel and responsibilities
- Definition of absences during weather events



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Policy Sample #1

Weather Event	Indiana (see appendix)	October	Arizona
Thunderstorm Watch	All staff activities are suspended on the day of a thunderstorm watch and staff are to report to work as directed by their supervisors.	All staff activities are suspended on the day of a thunderstorm watch and staff are to report to work as directed by their supervisors.	All staff activities are suspended on the day of a thunderstorm watch and staff are to report to work as directed by their supervisors.
Thunderstorm Warning	All staff activities are suspended on the day of a thunderstorm warning and staff are to report to work as directed by their supervisors.	All staff activities are suspended on the day of a thunderstorm warning and staff are to report to work as directed by their supervisors.	All staff activities are suspended on the day of a thunderstorm warning and staff are to report to work as directed by their supervisors.
Thunderstorm	All staff activities are suspended on the day of a thunderstorm and staff are to report to work as directed by their supervisors.	All staff activities are suspended on the day of a thunderstorm and staff are to report to work as directed by their supervisors.	All staff activities are suspended on the day of a thunderstorm and staff are to report to work as directed by their supervisors.
Tornado Warning	All staff activities are suspended on the day of a tornado warning and staff are to report to work as directed by their supervisors.	All staff activities are suspended on the day of a tornado warning and staff are to report to work as directed by their supervisors.	All staff activities are suspended on the day of a tornado warning and staff are to report to work as directed by their supervisors.
K-16 School Closing	All staff activities are suspended on the day of a K-16 school closing and staff are to report to work as directed by their supervisors.	All staff activities are suspended on the day of a K-16 school closing and staff are to report to work as directed by their supervisors.	All staff activities are suspended on the day of a K-16 school closing and staff are to report to work as directed by their supervisors.



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Policy Sample #2

Closures

Non-emergency employees who are scheduled to work on the day of a closure will be granted administrative leave for the entire workday (TC-66: Office Closed in WEBTA). All non-emergency employees who are already at work should be sent home. Emergency employees who are not required to report for duty will be treated in the same manner.


Employees on pre-approved leave for the entire workday or employees who requested unscheduled leave for the entire workday should be charged leave for the entire day.

Employees who are on a telework day are not excused from work and are expected to perform telework as scheduled or take sick, annual leave, as appropriate or LWOP.

Employees in a non-pay status (LWOP, suspension, military duty [not military leave], or other non-pay status) will remain in that non-pay status.

Employees who are on Alternate Work Schedule (AWS) and for whom the AWS day off is on the day of the closure, do not receive another "telework" day off.


SAG employees who may be temporarily working in another location or are on official travel outside of the permanent duty area remain in a regular duty status for their regular tour of duty, unless in travel status in a location also affected by weather, in which case, the local policy should be applied.



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Updating Your Policy


DATE March 6, 1995 Revised October 16, 2000 Revised September 4, 2007 Revised March 10, 2008 January 10, 2011	INCLIMENT WEATHER PROCEDURES Approved at Cabinet: September 4, 2007 Revised and Approved at Cabinet: March 10, 2008 Revised (unapproved): December 11, 2010 Revised (unapproved): December 6, 2010 Revised (unapproved): January 10, 2011 Revised (approved): February 2, 2011 Revised (unapproved): June 23, 2011 Revised (approved): November 15, 2011 Revisions: January 23, 2013 (addition of the web emergency information button and status page)
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Leave Options

Employment Category	Leave Options
Overtime-eligible Classified Non-Union Contract Classified and Professional Staff	Partial and full day absences due to inclement weather are charged to: <ul style="list-style-type: none"> • Vacation leave, • Personal holiday (Full-day absence only), • Accrued compensatory time, or • Leave without pay.
Overtime-exempt (excepted) Classified Non-Union and Contract Classified Staff	Full-day absences due to inclement weather are charged to: <ul style="list-style-type: none"> • Vacation leave, • Personal holiday (Full-day absence only), • Accrued compensatory time, or • Leave without pay. Part-day absences due to inclement weather are charged to: <ul style="list-style-type: none"> • Vacation leave, • Accrued compensatory time.
Overtime-exempt Professional Staff	If an overtime-exempt employee does not have paid leave available, the employee may not be placed on leave without pay for part-day absences. Overtime-exempt professional staff are responsible for ensuring that all work obligations are met. Full-day absences due to inclement weather may be charged to leave, if the individual's work schedule may be flexed with the supervisor's concurrence. At the supervisor's discretion, leave does not have to be charged for approved partial day absences.



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Delay & Closure Notification


Closing and Delayed Opening Policy

If conditions warrant the closing or a delay in opening the College, an announcement of the decision will be:

- Posted on the main page of the McDaniel website at <http://www.mcdaniel.edu/>
- E-mailed to the campus community, including faculty, staff and students
- Posted to McDaniel's official social media sites:
 - Facebook page: <http://www.facebook.com/McDanielCollege>
 - Twitter: @McDanielCollege

The College's main phone line at 410-848-7000 will be answered by the Department of Campus Safety after hours and when the campus is closed.

In addition, media outlets in the Carroll County/Baltimore area, as well as Washington, D.C., and in South Central Pennsylvania, are also notified of McDaniel's campus status. However, do not depend on the news media for complete, accurate, up-to-date information.



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Alternatives

1.5 In the event that an employee is unable to arrive at their workplace at their normal starting time as a result of inclement weather conditions, the employee must make every reasonable effort to call their supervisor within a half hour of their start time to advise that he/she is unable to report to work or will likely be late due to weather conditions.


1.6 In the event that an employee is unable to report to their workplace as a result of inclement weather, but when City workstations remain open, employees will normally be provided the opportunity to select from the choices listed below to cover missed time when eligible, operationally feasible, and as approved by their supervisor:

- working from home
- vacation days
- unpaid leave
- sick time
- unpaid
- personal time as per the Flexible Work Arrangements Policy working at an alternative City work location

FINITE TEACHING OPTIONS:

1. Individualized
 A teacher/instructor is assigned to teach lessons for that student and faculty use will be necessary. This approach requires access to a student. There is no direct instruction or educational program created for the option other than calling for provided conditions under for your class and the best case.

2. No attendance
 A full classroom full is also assigned to each classroom. This option requires a complete with the work, supporting that student to be in attendance and providing for the best case and other work as provided below if you wish to use this option.



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Decision-Making Authority

WHO MAKES THE DECISION?
The superintendent of schools is responsible for the final decision.

HOW DO WE MAKE OUR DECISION?
We make the decision to open or close the schools in bad weather based on analysis of all relevant factors, such as:


- Information on road conditions from transportation staff and from the police
- Amount of snow and ice accumulated
- Whether precipitation is continuing
- Building conditions (such as whether we have electricity and heat)
- Parking lot conditions
- Temperature and wind chill
- Weather predictions
- Sidewalk conditions
- What other school districts are doing




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Tip #1: Notification


Consider creating an alert program that will automatically send out a mass notification through text message and email






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Tip #2: Audience



Keep the demographic of your nonprofit in mind when developing the policies



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Tip #3: Customization

☔ Make it your own



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Tip #4: Reminders

☔ Consider providing a refresher on the inclement weather policy periodically




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Tip #5: Consistency


☔ Differentiate between exempt employees and non-exempt employees



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Tip #6: Awareness



Check your state's Department of Labor for specific wage & hour laws

http://www.dol.gov/whd/contacts/state_of.htm

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Tip #7: Communication



Clearly communicate your policy to all employees ahead of time

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Questions to Consider

- How will we define **inclement weather**?
- Who will have authority to make decisions on closing?
- What responsibilities are **“essential”** in nature?

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Questions to Consider

- How will we contact our employees and volunteers?
- Will we allow remote work?
- Will we allow or require non-exempt employees to use vacation or other time-off?



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Resources:




[The Staff Screening Notebook](#) | [Approved: A Level First Guide For Nonprofit Executives](#) | [Our Website](#)



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Questions?



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Find the answer here | nonprofitrisk.org

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