

SUPPORT, INC.
Administrative Policy

- I. POLICY
Support, Incorporated Executive Director or Designee shall be responsible for ensuring that in situations involving inclement weather, heavy snow storms or other unusual circumstances or conditions affecting Support, Inc., the offices shall remain open the full scheduled work day unless authorized for early closing or other deviation by them.
- II. POLICY INTERPRETATION
The **Executive Director** or designee shall responsible for the interpretation of this policy.
- III. PROCEDURE AUTHORITY
The **Executive Director** or designee shall establish procedures to fully implement compliance with this policy.
- IV. HISTORY AND REFERENCE
Adopted 11/01/2004, amended 12/14/2005
Employee Handbook
- V. PROCEDURES
 - A. Administrative employees unable to report to work on time due to circumstances beyond their control may be excused by the **Executive Director** and or Designee. For any time beyond the allowable two hours, employees are required to use earned **Paid Time Off**, flexing schedule as approved by Executive Director or Program Coordinator for unpaid time off. Administrative employees must call at least ½ hour prior to their scheduled start time.
 - B. Direct Care and Support staff employees (i.e. Case Managers, Therapist, Counselors, Habilitation Specialists, Classroom Mentors) unable to report to work on time due to inclement weather may be excused by the Program Coordinator provided the request is made at least 1 ½ hours prior to their scheduled start time.
 - C. Support Staff and Direct Care employees who are unable to report to work at all due to inclement weather should notify the **Executive Director** or their Program Coordinator at least 1 ½ hours prior to the employee's scheduled start time. Employees should use their best judgment when determining if they can drive to work and are to report to work at their own risk. In the event, an employee decides not to work due to inclement weather then they are required to notify Supervisor and insure **appropriate care coordination with consumer(s) schedule to receive services.**
 - D. Classroom Mentors should follow all established school system policies and procedures and shall adhere to school cancellations and late starts.

Classroom Mentors do not have to receive authorization from the Program Coordinator when following the school system's cancellation or late start of school but are required to notify the Program coordinator of their schools cancellation.

- E. All administrative employees will be given sufficient advance notice of any authorized early closing. Employees, who of their own volition, leave work before an official early closing time has been announced must notify the **Executive Director** or Program Coordinator and they will not receive pay for the time taken off. Employees are required to obtain and ensure appropriate supervision and well being of their client prior to leaving work.
- F. Direct Care employees must provide coverage at all times in case of emergency. Residential Direct Care staff are required to remain at their assignment and continue to deliver care until otherwise determined by the Program Coordinator that they can be relieved from shift.