

<b>POLICY AND PROCEDURE</b>	
<b>SUBJECT/TITLE:</b>	Appendix A.11 Inclement Weather/Closing of Operations Policy & Procedure
<b>SCOPE:</b>	Columbus Public Health, All Staff
<b>CONTACT PERSON &amp; DIVISION:</b>	Kevin G. Williams – Administration/Human Resources
<b>ORIGINAL DATE ADOPTED:</b>	12/31/2010
<b>LATEST EFFECTIVE DATE:</b>	12/24/2018
<b>REVIEW/REVISION DATE(S):</b>	12/31/10, 9/15/11, 3/1/12, 6/15/13, 9/6/18
<b>REVIEW FREQUENCY:</b>	Every 5 years
<b>TOTAL # OF PAGES:</b>	3
<b>BOH APPROVAL DATE:</b>	N/A
<b>REFERENCE NUMBER:</b>	N/A

#### **PURPOSE**

The intent of this document is to communicate the procedures employees need to follow in the event of inclement weather emergencies or when operations are closed by the directive of the Health Commissioner.

#### **POLICY**

During incidents of inclement weather or the closing of operation by directive of the Health Commissioner, the Columbus Public Health (CPH) emergency communications systems will give employee specific directions.

#### **BACKGROUND**

N/A

#### **GLOSSARY OF TERMS**

The following definitions are relevant to this document.

1. **Level 1 Snow Emergency** - A Level One Snow Emergency means that roads (township and county, mainly secondary) are hazardous with the possibility of blowing and drifting snow. Roads are icy and drivers should use caution if they choose to drive.
2. **Level 2 Snow Emergency** - A Level Two Snow Emergency means that roads are hazardous (including primary roads) with blowing and drifting snow a possibility. Only those who feel it is necessary to drive should be on these roadways. Employees should contact their employers to see if they should report to work. FOR CPH EMPLOYEES: not reporting to work will require following of applicable call off procedures, and use of leave time for any hours following any revised start time.
3. **Level 3 Snow emergency** - A Level Three Snow Emergency means that roads are closed to all non-essential personnel. No one should be out during these conditions unless it is absolutely necessary to travel. All employees should contact their employer (supervisor) to see if they should report to work. Those traveling on any roadway in the county may subject themselves to citation or arrest.

#### **PROCEDURES & STANDARD OPERATING GUIDELINES**

Employees are to follow communication procedures as established by your immediate supervisor.

- I. The Central Ohio Health Alert Network (COHAN), CPH emergency phone trees, CPH employee voice mail, and 614-645-4444 line (CPH information line) are CPH emergency communications tools and may all be utilized to further inform employees.

Register for COHAN at <http://www.everbridge.net>. For assistance, contact the Office of Emergency Preparedness for assistance (614-645-7089)

- II. The following will apply to any inclement weather or closing of operations directed by the Health Commissioner:
- A. Any full-time employee who previously requested vacation leave, sick leave, compensatory time, or personal business day for a day that later results as a day that employees are released from work by the Health Commissioner due to inclement weather or closing of operations will have the requested leave approved and the leave time requested reduced from his/her appropriate leave balances.
  - B. Any full-time employee who reports to work and is released early by Health Commissioner directive will be paid for the entire day, and will not be required to use his/her leave balances.
  - C. Any full-time employee who calls off because of the inclement weather and does not report to work at all will be required to use available vacation leave or compensatory time for the entire period of time. If no or insufficient leave is available, the employee will be considered in leave without pay status.
  - D. Any part-time employee who reports to work as scheduled and is released early because of Health Commissioner directive will be paid for all scheduled hours for that day.
  - E. Any part-time employee who calls off because of inclement weather will not be paid any hours for that day. If a part-time employee reports to work and then leaves at his/her own choice and at the approval of his/her supervisor, he/she will be paid only for actual hours worked.

### III. Delays

When the Health Commissioner directs a delay in reporting to work, the following will apply.

- A. Any full-time employee who reports to work as directed will be paid for the entire day and will not be required to use any leave time. This applies only to those employees whose scheduled work hours correspond with any announced work delays.
- B. Any full-time employee who previously requested vacation leave, sick leave, compensatory time, or personal business day for a period of time that later corresponds with an announced delay will have the requested leave approved and the leave time requested reduced from his/her appropriate leave balances.
- C. Following an announced delay, if any full-time employee requests leave for the remaining scheduled hours of that work day, the employee may be approved for such leave at the discretion of the appointing authority or designee and, if so, will be paid for the delay period as if worked and use available vacation or compensatory time to cover the remainder of the scheduled work hours.
- D. Any part-time employee who is scheduled to work but reported to work late due to an announced delay shall be paid for all scheduled hours.
- E. Any employee, who reports to work during hours that correspond with an announced delay, will be paid for all hours worked, but will not be credited with additional time equal to the delay period either in additional pay or leave to be used at a later time.

### IV. Snow Emergencies

In the event of a Level 1 or 2 Snow Emergency in Franklin County, employees are encouraged to use their own best judgment regarding safe driving conditions. During a Level 1 or 2 snow emergency, employees are expected to report to work. If a CPH employee chooses not to report to work, he/she is expected to make arrangements for pending commitments, and follow applicable call off procedures for his/her program.

- A. In the event of a Level 3 Snow Emergency in Franklin County, employees shall not be expected to report to work unless otherwise required and notified.
- B. Employees who live in counties contiguous to Franklin County, where a Level 3 Snow Emergency exists (and not a Level 3 in Franklin County), shall call off per applicable procedures for their respective programs.
- C. If inclement weather is being forecast, employees should consult with their respective supervisors ahead of time regarding planning for coverage if they expect they MAY not be at work on the following day.

**V. Emergencies Requiring Change in Operations**

In case of an emergency declared by the President of the United States, the Governor of the State of Ohio, the Mayor of the City of Columbus, or the Sheriff of Franklin County, Ohio, the Health Commissioner may activate procedures that may change the daily operations of CPH to respond as needed to the specific emergency. Due to the nature of such public health emergencies there will be the need for flexibility of assignments to various reporting locations and/or different work schedules.

- A. During an actual emergency situation and response, it will be expected that employees will be assigned to perform duties within their capabilities, experience, and training. Hours of work assigned may need to temporarily change.
- B. To be prepared for the responsibilities of emergency responses, CPH will establish training and exercises for all employees that will prepare them to know their role and be able to fulfill their duties.

**CITATIONS**

N/A

**CONTRIBUTORS**

The following staff contributed to the authorship of this document:

- 1. Kevin G. Williams, Department Human Resources Officer, Primary Author
- 2. Tracy Poling, Human Resources Analyst

**APPENDICES**

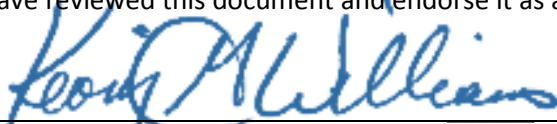
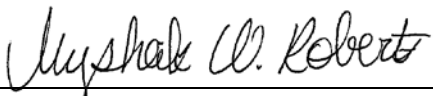
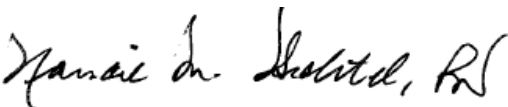

N/A

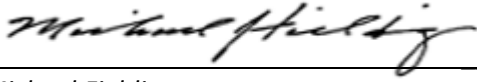
**REFERENCE FORMS**

N/A

**SIGNATURES**

I have reviewed this document and endorse it as an official CPH Policy and Procedure:

 _____ Kevin G. Williams, Department Human Resources Officer	<u>11 / 30 / 2018</u> Date
 _____ Mysheika W. Roberts, MD, MPH Health Commissioner	<u>12 / 10 / 18</u> Date
 _____ Nancie Bechtel, MPH, BSN, RN Assistant Health Commissioner/Chief Nursing Officer	<u>12 / 6 / 18</u> Date
 _____ Roger Cloern Assistant Health Commissioner/Chief Operations Officer	<u>12 / 6 / 18</u> Date



\_\_\_\_\_  
Michael Fielding  
Assistant Health Commissioner/External Affairs

\_\_\_\_\_  
12 / 6 / 18  
Date