



UAMS MEDICAL CENTER POLICIES & PROCEDURES

Number: HR.2.03

Policy Title: **Inclement Weather**

Source: Administration

Approved By: Clinical Programs Administration

Date Approved: November 27, 1995

Review/Revised Date: 1/01, 2/02, 11/02, 12/03, 1/05, 8/06, 10/11

Replaces Policy:

PURPOSE

Inclement weather preparedness for UAMS Medical Center

POLICY

Patient care is the primary mission of UAMS Medical Center, regardless of weather conditions. By virtue of our commitment to patient care, Department Directors will define departmental essential and non-essential staff. In accordance with the UAMS Administrative Guide Inclement Weather Policy "UAMS Medical Center" includes all hospital inpatient services and outpatient clinics.

PROCEDURES

I. Communication

The Inclement Weather Policy is implemented by Hospital Administration through reports received from either the National Weather Service or from television or radio. This decision is made consistent with community closings. Employees are able to obtain inclement weather status by calling the number used in communicating staff scheduling within his or her own department. Inclement Weather status is assessed on a shift-by-shift basis. The duration is for the length or remaining portion of each shift depending upon notice of cancellation by Hospital Administration.

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- A. The Hospital Administrator on Call notifies the telephone operator and all hospital departments during the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday.
- B. The ADON on duty notifies the UAMS Medical Center's Administrator on Call and the telephone operator and coordinates notification of all necessary departments during the hours of 5:00 p.m. to 8:00 a.m., Monday through Friday and anytime during Saturday, Sunday, or Holidays.
- C. Notification is routinely through e-mail; however, as appropriate the ADON may utilize phone or pager during weekends or nights for directly affected Departments.
- D. The Associate Vice Chancellor for Communications & Marketing or designee is the sole contact for communicating the UAMS Medical Center's inclement weather status to the media. The media is encouraged to utilize the terms "UAMS Medical Center" specific to this policy.

III. Staffing

- A. Essential staff defined by department director are to make every effort to come to work at the beginning of his or her regular shift. Any planned exceptions to this policy related to payment of essential work must be approved in advance by clinical program's human resources.
- B. All non-essential staff not reporting to work are allowed to take vacation time, if available.
- C. UAMS Medical Center employees are to be made aware inclement weather conditions can trigger a Code Green, Code Gray, or both. A copy of each department's individual disaster plan and the Code Green manual are made available in each department and on each hospital unit at all times.
- D. During inclement weather status, all hourly essential employees reporting to work on time will receive special travel pay of two hours per shift.
- E. Any essential employee (hourly or salaried) arriving within 2 hours of the beginning of his or her shift is paid for the entire shift.

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- F. Any non-essential employee arriving to work later than 2 hours is allowed to use vacation time.
- G. Any employee who reports to work late on an inclement weather day normally will not receive a TARDY on his or her attendance record.
- H. Any essential employee who is not on leave prior to forecasts of inclement weather and who fails to come to work is not eligible for any pay and may be subject to disciplinary action.
- I. Any employee claiming sick leave during defined inclement weather periods must have a physician's letter of "Proof of Illness". The letter must include a statement of condition, have physician's original signature and date.
- J. Each Department must assess its areas to determine adequate staffing levels. A Personnel Pool will be established through the Nurse Staffing office (686-7176 or 686-7177) for reassigning personnel to areas that are short staffed. Hospital employees are assigned to the Personnel Pool depending on need and availability of staff.
- K. Following determination that the Department is adequately staffed and that no needs exist in the Personnel Pool, the Department Director has the discretion to allow an employee to leave prior to the end of their schedule shift. The employee departing early will have the choice to leave without pay or use annual/vacation leave.

III. Other Accommodations

During periods of inclement weather, efforts will be made to be supportive to needs of our employees or their family needs. These may include temporary housing, meals and other accommodations. Communication regarding the availability of these services will be coordinated by the Administrator on Call.

REFERENCES

Administrative Guide Inclement Weather Policy