

Effective Date: November 2019

Responsible Official: Executive Director

3.6 GMHEC Weather Emergency Policy

Extreme weather emergencies may arise throughout the year. Given that the Consortium must continue to provide services regardless of the weather, the assumption should be that the Consortium will remain open. However, while the Consortium does not normally close, employees are responsible for assessing the impact of the weather on their commutes. Supervisors will be flexible in allowing staff members to make appropriate adjustments to their schedules and/or to work remotely if the work allows. Alterations to schedule and work location should be approved by the Supervisor whenever possible in advance. Staff members must use PTO to cover any absences from work due to weather emergencies when the Consortium remains open.

On the rare occasion when the Consortium administration determines that weather conditions pose a significant hazard to the safety of its employees, it may authorize the closing of the Consortium. In those cases, staff members will be paid as if they had worked their regular schedule. Specific questions should be directed to the Executive Director. Announcements will be made via email to all employees.