

POLICY TITLE: Pay for Inclement Weather and Other Adverse Conditions	POLICY NUMBER: NW.HR.57.001
OWNER DEPARTMENT: Human Resources	NEXT REVIEW DATE: 2019
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## **POLICY**

Kaiser Permanente has a commitment to provide services in a consistent and predictable manner, seven days per week, 24 hours per day. However, there may be occasions when facilities (non-hospital) are closed due to inclement weather or other conditions, or when employees are unable to report to work due to inclement weather or other adverse conditions. Examples of other adverse conditions include electrical power failures, water pipe breaks, etc.

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## **PRACTICE**

1. Employees are expected to report to work on time even in adverse conditions, unless hazardous road conditions prohibit them from traveling to the work site, or a decision has been made by management to close a facility.
2. Facility managers, with the approval of the appropriate senior manager, have the responsibility to decide when a facility must close or is unable to open due to hazardous weather or other conditions. Closure plans must be coordinated with facilities remaining open, in order to ensure appropriate planning for members canceled/diverted from one facility and seeking care elsewhere.
3. For all employees working at Sunnyside Medical Center Hospital and Kaiser Westside Medical Center, it is the expectation that every effort has been made to prepare for inclement weather and other adverse conditions, as services there must continue on an uninterrupted basis. These preparations may include, but are not limited to: securing appropriate traction devices for your vehicle; making carpool arrangements; utilization of public transportation; and arranging for child care, elder care or pet care.
4. The Human Resources Vice President or designee will declare which days or time periods are to be designated adverse conditions/inclement weather days for the purpose of implementing pay guidelines under the policy.

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5. If no news is communicated about a facility closing or delay in opening and an employee receives no advisory notice from his/her supervisory staff about a facility closure, he/she should report to work at his/her scheduled work time.
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## **PROCEDURE**

### **A. Facility Open During Adverse Conditions**

1. If the facility is open, but the employee is unable to report to work because of adverse conditions, he/she must notify their immediate supervisor by following regularly established department guidelines.
2. Hourly employees may use PTO/vacation hours to ensure they do not suffer a loss of wages due to adverse conditions. If the hourly employee is ineligible for PTO/vacation hours, a day off without pay will be granted.
3. Exempt employees must use one day of PTO/vacation hours to ensure that they do not suffer a loss in salary due to adverse conditions. If they have no PTO/vacation hours at the time, they will charge their time to PTO/vacation and have a negative balance until they accrue the required hours.
4. If an employee arrives to work late (within one hour of the beginning of his/her scheduled shift) as a result of adverse conditions, the employee will be paid for the total scheduled shift.
5. If an hourly employee's late arrival exceeds one hour, he/she will be paid for actual hours worked, plus one additional hour (minimum of four hours if scheduled to work eight hours or five scheduled to work 10 hours). Exempt employees will be paid for the total scheduled shift.
6. If an hourly employee elects to leave work early while the facility is still open, and receives approval from his/her supervisor to do so, he/she will sign out and be paid only for actual hours worked. Exempt employees will be paid for the total scheduled shift.

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**B. Facility Closed Due to Adverse Conditions**

1. Each facility will monitor weather reports or other adverse conditions that potentially effect operations, obtain information from various locations in their area, and confer with senior managers to decide if a "adverse condition" is to be declared.
2. When a facility is unable to open and the information regarding its closure is conveyed to employees prior to their leaving for work, an hourly employee will not be paid for that work day unless the employee elects to use accrued PTO/vacation hours. Exempt employees must use PTO/vacation hours to ensure there is no loss of salary.
3. If an hourly employee is not notified of the facility closure prior to reporting to work, the employee will be paid for one- half of the scheduled work shift. Exempt employees will be paid for the entire scheduled work shift.

**C. Early Closure or partial closure of Facility due to Adverse Conditions**

1. When an administrative decision is made to close a facility early or partially close a facility due to adverse conditions, affected union hourly employees who have reported to work, shall be paid for their actual hours worked or one-half of their scheduled shift, whichever is greater. Affected hourly employees may elect to use PTO/vacation hours to ensure no pay loss for early or partial facility closure. If the hourly employee is ineligible for PTO/vacation hours, time off without pay will be granted. Union represented exempt, non-union exempt and non-union hourly employees will be paid for the entire shift.
2. In the event of closure or partial closure, facility managers with approval of the appropriate senior manager, and in accordance with any applicable collective bargaining agreement, should determine and assign alternative work for employees at another location within the same facility or alternative facility.