

<i>Title</i>	Inclement Weather Policy	<i>Policy No.</i>	900.1.312
<i>Department</i>	Human Resources	<i>Effective Date</i>	01-01-2019
<i>Approved By</i>	SVP Chief HR Officer	<i>Page Number</i>	1 of 3
<i>Next Review</i>	As Needed	<i>Last Review</i>	12-13-2018

The statements of this policy are not to be construed as a contract or covenant of employment. They are not promises of specific treatment in specific situations and are subject to change at the sole discretion of PeaceHealth.

SCOPE

This policy applies to the PeaceHealth Divisions (PHDs), checked below:

- | | | |
|------------------------------------------------------------------|----------------------------------------------------------------------|-------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Cottage Grove Medical Center | <input checked="" type="checkbox"/> Peace Island Medical Center | <input checked="" type="checkbox"/> St. John Medical Center |
| <input checked="" type="checkbox"/> Ketchikan Medical Center | <input checked="" type="checkbox"/> Sacred Heart River Bend | <input checked="" type="checkbox"/> St. Joseph Medical Center |
| <input checked="" type="checkbox"/> Peace Harbor Medical Center | <input checked="" type="checkbox"/> Sacred Heart University District | <input checked="" type="checkbox"/> United General Medical Center |
| <input checked="" type="checkbox"/> PeaceHealth Medical Group | <input checked="" type="checkbox"/> Southwest Medical Center | <input checked="" type="checkbox"/> Shared Services Center |
| <input checked="" type="checkbox"/> PeaceHealth Laboratories | | |

PURPOSE

The purpose of this policy is to minimize disruption of care to patients, to provide proactively for the continuation of necessary services, and to assure uniformity across all PeaceHealth locations and operations during times of inclement weather. The safety of our caregivers is also imperative during these times.

POLICY

It is the policy of PeaceHealth that all locations and operations generally will remain open during inclement weather conditions. The inclement weather policy is meant to serve as a guideline for management staff and administration to ensure an efficient and measured response to weather events. Caregivers are responsible to have alternative transportation plans in the event of inclement weather conditions. PeaceHealth strongly encourages caregivers to exercise good judgement depending on where they live and their ability to travel to and from work.

- In the event of inclement weather, caregivers should refer to their immediate Supervisor for applicable location and/or department procedures and instructions.
- Attendance and pay in the event of inclement weather, will be as follows:
 - Late Arrival or Early Departure To/From Work.

Printed copies of this document may not be the most current version. Use caution when relying on such versions for official purposes. Current versions can be found on Policy Hub.

Template Revised: 03/20/2017

<i>Title</i>	Inclement Weather Policy	<i>Policy No.</i>	900.1.312
<i>Department</i>	Human Resources	<i>Effective Date</i>	01-01-2019
<i>Approved By</i>	SVP Chief HR Officer	<i>Page Number</i>	2 of 3
<i>Next Review</i>	As Needed	<i>Last Review</i>	12-13-2018

- All caregivers need to check in with their immediate Supervisor.
- Exempt caregivers will be paid in accordance with the Fair Labors and Standards Act (FLSA).
- Non-Exempt, hourly caregivers will need to take any missed work time as PTO. If PTO is not available, then it would be unpaid time off.
- If a caregiver has a late arrival and/or early departure to/from work, it will be counted as an unscheduled occurrence in accordance with the Attendance and Punctuality policy; unless requested by PeaceHealth. (ie. low census or delayed clinic opening).
- Unable to Come to Work for the Entire Day
 - All caregivers need to check in with their immediate Supervisor.
 - Caregivers who are unable to work will need to take the day off as PTO. If PTO is not available, then it would be an unpaid day off.
 - If the caregiver is unable to work, it will be counted as an unscheduled occurrence in accordance with the Attendance and Punctuality policy; unless requested by PeaceHealth.
- This policy does not modify the express terms of any collective bargaining agreement. Caregivers covered by a collective bargaining agreement are subject to the provisions in that agreement, as well as to the terms of this policy that are not consistent with those provisions.

DEFINITIONS

Caregiver: Every employee is a valued member of this team, so we refer to all employees as ‘caregivers’ in order to recognize the important care giving role of everyone in the organization.

Supervisor: The leader the caregiver directly reports to or their designee.

Printed copies of this document may not be the most current version. Use caution when relying on such versions for official purposes. Current versions can be found on Policy Hub.

Template Revised: 03/20/2017

<i>Title</i>	Inclement Weather Policy	<i>Policy No.</i>	900.1.312
<i>Department</i>	Human Resources	<i>Effective Date</i>	01-01-2019
<i>Approved By</i>	SVP Chief HR Officer	<i>Page Number</i>	3 of 3
<i>Next Review</i>	As Needed	<i>Last Review</i>	12-13-2018

HELP

Further information may be obtained by contacting your Supervisor or the Caregiver Resource Center.

APPROVALS

Initial Approval:

SVP Chief HR Officer approved 12/13/2018

Subsequent Reviews/Revisions:

Printed copies of this document may not be the most current version. Use caution when relying on such versions for official purposes. Current versions can be found on Policy Hub.

Template Revised: 03/20/2017