



# HURON BEHAVIORAL HEALTH PROCEDURE

Procedure #: **HR.2.26**  
Issue Date: 11/15/19  
Rev. Date: 12/06/23  
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## Title: Weather-Related Closures and Delays Procedure

Prepared By: Executive Director

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### Purpose:

To operationalize and clarify building and/or program closures related to inclement weather.

### Scope:

This procedure applies to all employees (including full-time and part-time employees) of Huron Behavioral Health (HBH) who work at the Main Office Building and/or the Community Links (CL) Building.

### Information:

The Executive Director shall make the determination for building and/or program closures and schedule delays. Closures and delays will be communicated via the local radio station (WLEW 1340 AM and 102.1 FM) and also via the agency's Mass Text system. See also "[Emergency Mass Text Procedure](#)" (SE.2.22) and "[Building and/or Program Closure Policy](#)" (HR.1.07)

"Weather time" is a pay code used in the HBH's Automated Data Processing (ADP) Payroll System to define a specific allowed time in which the employee is not required to show up for their scheduled work time due to a decision by the Executive Director to cancel or delay normally scheduled work time. Employees will use "weather time" on their timesheet only when the Executive Director has declared a closure or delay in normally scheduled work hours and has directed employees to utilize weather time for the hours the agency was delayed or closed.

### Procedure:

When the HBH Executive Director delays the opening of the agency, shuts down the agency prior to the end of the business day, or closes the agency for the full day due to weather related concerns (e.g., unsafe road conditions which put the employee and/or consumers at risk), employees who are able to work from home will be expected to do so. Employees are expected to coordinate with their supervisor to assure they have the tools necessary to complete their work from home. Employees who are scheduled to work for that day and are unable to work from home, due to the nature of their job duties, (e.g., janitorial staff, maintenance staff, etc.), may be granted "weather time" by their supervisor for the hours in which the agency was closed or for the hours that they were scheduled to work. (See "Information" section above for definition of "weather time" and also "[Work from Home Policy](#)" HR.1.13).

#### A. Full-Time Employees:

1. Any full-time employee scheduled to work would receive the weather time for the time the agency was closed, whether that was 2 hours or 8 hours.
2. For full-time or part-time employees not scheduled to work (e.g., not on the calendar/schedule for Community Links or on vacation or sick time) would not receive weather time for the time that the agency was closed.
3. If the agency is closed, employees are not to report to work unless prior approval is granted by their supervisor. (This would typically only occur because an employee's work duties are necessary to keep operations going. This may include employees in such departments as payroll, emergency services, or for maintenance/building issues).
4. If an employee works more than forty (40) hours during a work-week in which weather time was granted, the employee would not receive any overtime pay for that week in which the weather time was granted.

#### B. Part-Time Employees:

1. If the Executive Director has declared a weather-related closure or delay, any part-time employee that is scheduled to work would get weather time for their time scheduled to work or the time that the agency was closed.

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2. For example, if a part-time employee was scheduled for a six (6) hour work-day, and the agency was on a two (2) hour delay, the part-time employee would get two (2) hours of weather time for that day. If later they came into work, they would then include the hours worked on their time sheet (outside of the weather time) as regular worked time.
3. Additionally, if a part-time employee person was approved to work from home for the additional four (4) hours to complete paperwork or training, they would also get the two (2) hours of weather time and the four (4) hours of regular worked time (this requires the approval of their supervisor).
4. Any part-time employee who is not scheduled to work (e.g., not on the calendar/schedule for Community Links, or is on vacation, or is scheduled for sick time/leave) would not receive weather time for the time that the agency was closed.
5. If the agency is closed, employees are not to report to work unless prior approval is granted by their supervisor. (This would typically only occur because an employee's work duties are necessary to keep operations going. This may include employees in such departments as payroll, emergency services, or for maintenance/building issues).

## Definitions/Acronyms:

ADP – Automated Data Processing

CL – Community Links

COA – Council on Accreditation

HBH – Huron Behavioral Health

## Forms:

electronic timesheet form (in ADP)

## Records:

Records of closures and payroll activities are retained by the finance department in accordance with the [“HBH Financial Records Retention Policy” FM.1.03](#) and the [“Organizational Record Retention Policy” ORI.1.35](#).

## Reference(s) and/or Legal Authority

COA standards

[FM.1.03 HBH Financial Records Retention Policy](#)

[HR.1.07 Building and/or Program Closure Policy](#)

[HR.1.13 Work from Home Policy](#)

[ORI.1.35 Organizational Record Retention Policy](#)

[SE.2.22 Emergency Mass Text Procedure](#)

## Change History:

Change Letter	Date of Change(s)	Changes
None	11/15/19	New procedure to further support and clarify HR.1.07 (“Building and/or Program Closure Policy”).
A	09/20/21	Made several minor wording/grammatical changes/corrections throughout procedure without changing sentence content.
B	02/04/22	In “Procedure” section opening paragraph added “Employees are expected to coordinate with their supervisor to assure they have the tools necessary to complete their work from home” and added “due to the nature of their job duties, (e.g., janitorial staff, maintenance staff, etc.), may be granted”, made several minor wording changes without changing sentence content.
C	12/06/23	Made several minor wording/grammatical changes/corrections throughout procedure without changing sentence content.