

River Valley Child Development Services

Emergency Closings Policy

Effective: January 1, 2014

River Valley Child Development Services, hereinafter referred to as RVCDS, believes emergencies or weather conditions may justify a workplace closing, and because program sites of RVCDS cover a wide geographic region, conditions may affect sites differently.

Note: *The decision to report to work during inclement weather or emergency lies solely with the employee. This policy controls only the payment of employees on such occasions and, therefore, employees are encouraged to exercise careful independent judgement concerning safety when making the decision to travel.*

The Executive Director or his/her designee determines the circumstances that warrant the closing of a program or a program site due to emergency or weather conditions (see exception note). All employees (full and part-time) who are scheduled to work and are affected by such a closing must comply with the policy and procedure.

Exception Note: *The only exceptions are for sites owned by outside entities, such as county school systems or WV DHHR offices. If sites such as these have been officially closed by the legal owners/operators, then the site is automatically determined to be closed and the Executive Director will be notified by the appropriate Director/Supervisor.*

All regular employees are to report to their work sites (this includes staff who are regularly scheduled at outreach sites) regardless of nature of emergency or weather conditions unless otherwise notified by immediate Program Director/Supervisor or designee, or they will need to take accrued paid leave. Essential employees, as determined by the Program Directors, may be asked to remain on duty with the approval of the Executive Director.

Only in the event that the Executive Director or designee declares that the agency or an employee's specific program within the agency is closed will the employee not be required to use accrued paid leave. All employees (full and part-time) who are scheduled to work on days that agency or program is closed for emergency will be paid for scheduled hours.

Each RVCDS Program Director is required to develop and implement a written Emergency Notification Plan specific to the needs of the program. The plan must include staff training, be approved by the RVCDS Executive Director and be visibly posted at the site.