

# Macoupin County Adopt-A-Pet

## Inclement Weather Policy

### Purpose

MCAAP recognizes that severe or inclement weather may prevent employees from reporting to work on time, require employees to leave early, or necessitate closure of the facility to the public.

This policy is intended to:

- Protect the safety and well-being of employees, volunteers, the public, and animals in our care
- Ensure continuity of essential animal care operations
- Provide clear guidance for decision-making and expectations during inclement weather events, including but not limited to snow, ice, thunderstorms, tornadoes, and flash flooding

### General Statement

The safety of employees, volunteers, and the public is a top priority. At the same time, MCAAP has an obligation to ensure that shelter animals continue to receive essential care, including food, water, cleaning, and safe shelter, even when the facility is closed to the public.

### Facility Closure Decisions

During any weather event in which the driveway, parking lot, or surrounding areas are snow packed, icy, or otherwise deemed hazardous to the public, management will consult with the Executive Director. The Executive Director will make the final decision regarding facility closure to the public.

If the shelter is closed to the public:

- Notice of closure will be posted on the MCAAP website, Facebook page, and/or other appropriate communication channels
- A barricade will be placed at the driveway entrance to prevent public access
- Staff required for essential animal care operations will continue to report to work, provided they can do so safely

When the shelter reopens to the public:

- Any unsafe parking or access areas must be clearly marked and restricted from use

### Essential Operations During Closure

When the facility is closed to the public due to inclement weather, the shelter remains operational for animal care purposes. MCAAP will ensure that animals continue to receive all essential care, including:

- Feeding and watering
- Cleaning and Sanitation
- Monitoring of animal health and safety

Staff assignments during closures may be adjusted based on conditions and operational needs.

### **Attendance Expectations**

Employees are expected to make every reasonable effort to report to work as scheduled; however, personal safety must always be the primary consideration.

- Employees are responsible for determining whether they can safely travel to work based on current weather and road conditions
- Employees who are unable to report to work on time, expect to be late, or cannot report at all, must notify management as soon as possible
- If an employee cannot report at the start of their shift but conditions improve later, or if alternative safe transportation becomes available, the employee should inform management of their ability to report

### **Early Dismissal and Severe Weather during the Workday**

MCAAP actively monitors weather forecasts and conditions in preparation for predicted weather events. However, weather conditions may change unexpectedly and interrupt the workday.

- Management may dismiss employees early for safety reasons when weather conditions deteriorate
- In the event of a severe storm or tornado warning, employees should remain at the facility until the warning has been lifted, unless otherwise directed by management

### **Employee Responsibility and Weather Preparedness**

Because winter storms are often predictable, employees are expected to take reasonable steps to prepare in advance, including:

- Monitoring weather forecasts
- Keep vehicles ready (fuel, tires, windshield fluid, scraper, deicer)
- If needed plan for safe transportation ahead of time
- Allow extra time for snow removal and deicing
- Dress appropriately for freezing temperatures
- Anticipate possible traffic delays

While employee safety remains a priority, adequate staffing is essential to ensure the animals' care and needs are met.

### **On-Site Overnight Accommodations**

The shelter house is on site with limited accommodation:

- Overnight stays may be requested or approved by management during severe weather
- Employees should bring personal items as needed

### **Power Outages**

The shelter has backup power to maintain critical operations. In the event of power or utility disruptions the generator will provide power to certain areas:

- HVAC systems throughout the shelter, including the office, will run
- Lights will be available in all rooms where animals reside, except Small Dog area
- Management will provide direction as conditions allow

### **Communication**

During inclement weather:

- Management will communicate via text and /or phone (make sure you have phone numbers)
- Employees are expected to monitor communications
- Employees should confirm receipt when possible

### **Compensation for Adverse Weather Days**

We understand that inclement weather, including snow or ice, can create unsafe driving conditions. Employees with longer travel distances or who do not feel comfortable driving in these conditions may decide that it is unsafe to report to work. Your safety is priority.

- Employees who report to work and arrive at their scheduled start time or within a reasonable delay will be eligible for weather-related compensation as outlined below
- Employees who are unable to report to work due to hazardous weather conditions will not be reprimanded. If available may use their PTO time, if not the absence will be excused and unpaid

### **Weather-Related Compensation**

To recognize employees who were able to report to work in adverse weather conditions the following guidelines will apply:

- Employees who report to work and work up to four (4) hours will receive overtime pay for four (4) hours, regardless of the actual number of hours worked during the period
- Employees who work more than four (4) hours will receive overtime pay for their full scheduled eight (8) hour shift, even if worked less than the eight (8) hours
- This compensation is intended to acknowledge the additional risk and effort involved in traveling and reporting to work during hazardous weather conditions

## **Severe Weather Early Dismissal Compensation**

When management determines that severe weather conditions require an early dismissal, the following compensation guidelines will apply:

- Employees who are dismissed before completing four (4) hours of work will receive regular pay for four (4) hours, regardless of the actual hours worked
- Employees who are dismissed after completing four (4) hours of work but before the end of their scheduled shift will receive regular pay for their full scheduled eight (8) hours shift, even if fewer than eight hours were worked
- This compensation applies only when early dismissal is initiated by management and approved by the Executive Director due to severe weather conditions

Management retains discretion to determine when weather conditions qualify as “severe weather” for the purposes of this policy

## **Policy Review**

This Policy will be reviewed periodically and updated as necessary to reflect operational needs, safety considerations, and best practices.