SECTION: ADMINISTRATION
AREA: GENERAL ADMINISTRATION
SUBJECT: INCLEMENT WEATHER AND OTHER EMERGENCIES POLICY

PURPOSE

To ensure that campus critical areas at the University of Arkansas for Medical Sciences ("UAMS") are staffed during natural disasters or Other Emergency Situations, to minimize risks to the UAMS Workforce during these events, and to inform the UAMS Workforce of the procedures to follow whenever Inclement Weather or Other Emergency Situation is declared.

SCOPE

UAMS Workforce.

DEFINITIONS

UAMS Workforce shall mean physicians, employees, residents, volunteers, students, contractors, and other persons whose work is under the direct authority of UAMS, whether or not they are paid by UAMS.

UAMS Medical Center shall include all employees and providers who deliver or provide direct patient care as well as the supporting services for patient care operations. **Supporting services is broadly defined and would encompass areas such as access, supply chain, professional staff office, facilities, environmental services, nutritional services, etc.** In essence, any person who supports any aspect of patient care delivery, both directly and indirectly, is considered campus critical to operations. Service Lines are included in this term.

Campus Critical Staff shall mean all UAMS Medical Center staff working in inpatient and ambulatory/outpatient areas and all employees and providers working in UAMS Health. Employees whose job responsibilities require that they work on-site during Inclement Weather or Other Emergency Situations in order to maintain critical institutional functions (for example, access, supply chain, professional staff office, facilities, environmental services, nutritional services etc.), may be designated as Campus Critical Staff by their Department Director based on the employee's duties.

Non-Campus Critical Staff shall mean employees whose job responsibilities do not require that they work on-site in order to maintain critical institutional functions, and who may be able to perform their job functions remotely. Non-Campus Critical Staff who are able to work remotely must have an approved **Remote Work Agreement (UAMS Administrative Guide Policy 4.4.22)** on file with the UAMS Division of People and Culture, and must work remotely when non-campus critical areas are closed.

Inclement Weather shall mean the existence of extreme climatic conditions (*i.e.* rain, hail, snow,

high winds, cold, extreme high temperature of the like or any combination thereof) by virtue of which it is not reasonable or safe to travel.

Other Emergency Situations shall mean those that pose an immediate risk to health, life, property, or environment relative to UAMS work sites.

Remote Work shall mean a work alternative for employees whose job responsibilities are suited to an arrangement where the employee may work from home. Remote work must be approved by the employee's department head and the duties must be measurable and quantifiable to ensure job duties are performed.

POLICY

UAMS recognizes that operational disruptions may result from Inclement Weather, including natural disasters or Other Emergency Situations, which may cause difficulty for the UAMS Workforce to report to work due to road conditions or work onsite due to emergency situations on campus.

When weather and road conditions warrant, or during a natural disaster or Other Emergency Situations, UAMS leadership will declare "Inclement Weather or Other Emergency Situations" in order for the UAMS Workforce to know how to properly respond. Department leaders are responsible for ensuring their departmental Inclement Weather or Other Emergency Situations procedures are reviewed and up-to-date. Weather and road conditions vary throughout Arkansas; therefore, a person will be designated at every UAMS location to be responsible to declare Inclement Weather or Other Emergency Situations when appropriate.

There are two options when declaring Inclement Weather or Other Emergency Situation:

1. "Inclement Weather or Other Emergency Situation Declared - **All Areas Open**" (all employees report to work but use caution on the roadways; a two-hour grace period will be allowed)

2. "Inclement Weather or Other Emergency Situation Declared - **Non-Campus Critical Areas Closed**" (only **Campus Critical** Staff should report to work and **Non-Campus Critical Staff** may be asked work to remotely as designated by department director).

PROCEDURE

1. Departments will identify and communicate to their employees, which positions, areas, or sub-areas are campus critical or non-campus critical. Therefore, every individual employee should have knowledge if their position and work area is designated campus critical or non-campus critical. Campus critical areas are those that MUST continue functioning when the Inclement Weather or Other Emergency Situation is declared. Campus critical areas follow the UAMS Medical Center Procedures. **(Attachment I).**

2. Students should be informed, during enrollment, of their college's Inclement Weather or Other Emergency Situation Policy.

I. DESIGNATION

1. **Work locations outside central Little Rock area (or as approved by Senior Leadership):** These work locations shall develop their own plan regarding activation of this Inclement Weather or Other Emergency Situation Policy. Communication to employees in locations away from the central Little Rock area will occur by the designee on site.

2. **Central Little Rock area**: The designated hospital representatives will collaborate with the UAMS Vice Chancellor for Institutional Support Services and the Provost to make the determination regarding declaration of Inclement Weather or Other Emergency Situation.

3. **Notification:** As soon as the decision to declare Inclement Weather or Other Emergency Situation has been made, the designated hospital representative on duty will notify the Office of Vice Chancellor for Communications who will convey the decision to the greater UAMS community and the media. Notification to employees will be made via global email, the UAMS website, and RAVE alert.

4. **Students:** When UAMS is operating under Inclement Weather or Other Emergency Situation designation (the two options outlined in the policy area above) all on-campus classes are cancelled and the Student Success Center ("SSC") will **not** administer any quizzes, tests, or exams. Students should check with their instructor to make arrangements to take missed quizzes, tests or exams. Other SSC services will be available via the website or telephone. Students should refer to the Inclement Weather or Other Emergency Situation Policy within their college for guidance about other types of student rotations (e.g., clinical rotations) and about the method the college uses to provide updates to students.

II. EXPECTATION AND TIMEKEEPING REQUIREMENT

A. INCLEMENT WEATHER OR OTHER EMERGENCY SITUATION DECLARED-ALL AREAS OPEN

1. Employees should report to onsite work locations, according to their normal work schedule when not pre-approved to work remotely. Employees are urged to use caution on the roadways and will be allowed a two-hour grace period at the beginning of their shift. Employees arriving later than the two-hour window must take vacation leave for the time greater than two-hours. If the employee does not have vacation leave, then time-off will be charged as leave without pay. Employees preapproved to work remotely will work their regular shift.

2. Employees requesting the use of accrued Holiday, Vacation Leave or Compensatory Time during Inclement Weather or Other Emergency Situation conditions must obtain pre-approval from their Department Director. Department Directors may approve

such requests only after all staffing requirements have been met for the department.

3. Employees absent during Inclement Weather or Other Emergency Situation conditions without pre-approval from their Department Director will be charged for leave of absence without pay, and a disciplinary notice may be issued.

4. Employees who are at the work site (not pre-approved to work remotely) when Inclement or Other Emergency Situation is declared may leave up to two hours early only after receiving permission from their Supervisor and will receive time-worked pay for the remainder of the shift.

B. INCLEMENT WEATHER OR OTHER EMERGENCY SITUATION DECLARED NON-CAMPUS CRITICAL AREAS CLOSED

Campus Critical Staff must make every effort to report to work. Employees from previous shifts may be held over. Employees in campus critical service areas that depart before a replacement has arrived may be subject to disciplinary action. Having a backup plan for personal responsibilities is ideal during potential inclement weather. **It is the employee's responsibility to understand the Inclement Weather or Other Emergency Situation expectation as it applies to their work area.**

Pay and remote work guidelines:

a. Overtime rates will be paid to hourly staff for time worked in excess of forty hours in a week if applicable.
b. **Campus Critical** Staff who are scheduled to work but do not report to work will not receive paid leave compensation.
c. During Inclement Weather or other Emergency Situation status, all hourly Campus Critical Staff reporting to work on time will receive special travel pay of two additional hours per shift.
d. **Non-Campus Critical Staff** whose functions are unable to be performed remotely as determined by the Department Director, will be eligible for Inclement Weather pay under the policy.
e. **Campus Critical and Non-Campus Critical Staff** whose functions are able to be performed remotely, will be expected to perform work duties as outlined in the Remote Work Policy. Campus Critical and non-Campus Critical Staff working remotely during Inclement Weather or Other Emergency Situations must have an approved **Remote Work Agreement** on file in the Division of People and Culture, and work according to the conditions outlined in that agreement.
f. **Non-Campus Critical Staff** who choose not to work remotely, but have the capability to do so, must take vacation leave for the scheduled shift only after receiving permission from the Department Director. If vacation leave is not available, the employee will be placed in leave without pay status.
g. **Campus Critical and Non-campus critical Staff** who are on the job when Inclement Weather or Other Emergency Situation is declared may leave early only after receiving permission from the Department Director. In instances of Inclement

Weather, employees are urged to use caution on the roadways and will be allowed a two-hour grace period from the time of dismissal. **Campus Critical and Non-Campus Critical Staff** who work remotely, or who have the capability to work remotely, will work from home for the remainder of their shift. Campus Critical and non-Campus Critical Staff whose functions are unable to be performed remotely as determined by their supervisor, will be paid for the remainder of their shift.

h. Campus Critical Staff who work in clinics that are closed due to Inclement Weather or Other Emergency Situation declared may receive Inclement Weather pay.

REFERENCES

UAMS Administrative Guide Policy 4.4.01, Basic Code of Conduct
UAMS Administrative Guide Policy 4.4.02, Employee Discipline
UAMS Administrative Guide Policy 4.6.08, Leave of Absence without Pay
UAMS Administrative Guide Policy 4.4.22, Remote Work

Signature: **Date: January 8, 2024**

ATTACHMENT I

UAMS MEDICAL CENTER PROCEDURES

PURPOSE

UAMS must maintain critical services and operations during any severe weather condition while providing for the protection, safety and health of all patients, students, staff and faculty. UAMS and its staff must be prepared to safely operate and serve during these extraordinary conditions. In UAMS Medical Center Departments where workload is significantly diminished because of Inclement Weather or Other Emergency Situations, Directors will define Departmental mechanisms to maintain efficient operations. In accordance with UAMS Administrative Guide Inclement Weather and other Emergencies Policy, UAMS Medical Center encompasses inpatient and ambulatory/outpatient areas and all employees and providers working within UAMS Health.

PROCEDURES

I. Communication

a. The determination to implement the Inclement Weather or Other Emergency Situation Policy is made in collaboration with the Hospital Administrator on duty, Vice Chancellor for Campus Operations (or designee) and the Provost. The decision to implement the Inclement Weather or Other Emergency Situation Policy is influenced by reports from the National Weather Service and local media. This decision is made consistent with community closings. Inclement Weather or Other Emergency Situation status is assessed on a shift-by-shift basis. The duration of Inclement Weather or Other Emergency Situation status is for the length or remaining portion of each shift, depending upon notice of cancellation by Hospital Administration. Employees may check Inclement Weather or Other Emergency Situation status by calling their Department's staff scheduling phone number as applicable. Inclement Weather or Other Emergency Situation status will also be posted on UAMS web sites and may be communicated via e-mail.

i. The Hospital Administrator on Call will notify the Vice Chancellor for Communications, who will convey the decision to the greater UAMS community and media. The Vice Chancellor for Communications & Marketing or designee is the sole contact for communicating the UAMS Medical Center's Inclement Weather or Other Emergency Situation status to the media. The media is encouraged to utilize the term UAMS Medical Center specific to this policy.

ii. During traditional business hours, (8 a.m. to 5 p.m. Monday through Friday) the Hospital Administrator on call will notify the telephone operator and all hospital Departments and Service Line Leadership when Inclement Weather or Other Emergency Situation status has been declared and lifted.

iii. During non-business hours, the Assistant Director of Nursing (ADON) on duty will notify the telephone operator and coordinate notification of all necessary inpatient and outpatient Departments.

iv. Notification is provided routinely by the Vice Chancellor for Communications through a global e-mail and postings on the UAMS web site; however, as appropriate, the ADON may utilize phone or pager to notify Departments directly affected during weekends or nights.

II. **Staffing**

a. Directors and Managers who work under UAMS Medical Center are considered campus critical to operations during Inclement Weather or Other Emergency Situation and should proactively plan to be present unless they are on leave that was approved prior to the declaration of Inclement Weather or Other Emergency Situation. If a Department Director or provider is on pre-approved leave, arrangements must be made for a designee to be present and responsible for the Department or provider's obligations in service to patients and staff.

b. Department Directors and Managers may work with their HR Business Partner to develop a plan for Inclement Weather or Other Emergency Situation staffing and submit the plan for approval to the Division of People and Culture **prior to forecasts** of Inclement Weather or Other Emergency Situations. The plan must outline the provision for all Department responsibilities. The plan should be comprehensive, address each position in the Department and apply to all Inclement Weather or Other Emergency Situation events. Inclement Weather or Other Emergency Situation conditions can trigger the activation of the **All Hazards Plan**. Each Department's Inclement Weather or Other Emergency Situation plan should incorporate the Department's disaster plan and accommodations in the event of a code during an Inclement Weather or Other Emergency Situation event.

i. The Department staffing plan may include provisions such as:
    1. Remote work for designated positions during Inclement Weather or Other Emergency Situation if technology allows continued work duties to be executed.
    2. If the employee only works part of the day at home, he or she shall submit a vacation leave request for the remainder of the day.
    3. Designated A/B teams of employees to work alternate Inclement Weather or Other Emergency Situation events with reduced levels of staffing to accommodate decreased work load. If an employee does not work, they must take vacation time or leave without pay.

c. All scheduled employees and providers are to make every effort to come to work at the beginning of his or her regular shift.

i. During Inclement Weather or Other Emergency Situation status, all hourly employees reporting to work on time will receive special travel pay of two additional hours per shift.

ii. Any employee (hourly or salaried) arriving within two hours of the beginning of his or her shift will be paid for the entire shift.

iii. Any employee arriving later than two hours from the beginning of his or her shift must use vacation time or leave without pay for the missed time.

iv. Any employee who reports to work late on an Inclement Weather or Other Emergency Situation day normally will not receive a tardy on his or her attendance record.

d. Any employee or provider who is not on pre-approved leave prior to forecasts of Inclement Weather or Other Emergency Situation by the National Weather Service or area media and fails to come to work without Director approval is not eligible for pay for the hours missed and may be subject to disciplinary action.

e. Any employee claiming sick leave **during forecasts** of Inclement Weather or Other Emergency Situation and defined Inclement Weather or Other Emergency Situation periods must have a physician's letter of Proof of Illness. The letter must include a statement of condition along with the physician's original signature and date.

f. Ambulatory Clinics

i. The Director must ensure providers, clinical staff and administrative staff are available to serve patients and families during Inclement Weather or Other Emergency Situation events. Staff must be available to satisfy the needs for:

1. Direct patient care
2. Appointment scheduling and rescheduling
3. Telephone calls
4. Integrated Revenue Cycle functions
5. Prescription refills
6. Other needs unique to the patient population

****Clinic staff may receive Inclement Weather pay in instances that require closure of ambulatory clinic.**

ii. Off-campus clinics in facilities not managed by UAMS may be forced to close because of building/parking lot conditions. Employees scheduled to work in these locations may be asked to work in another UAMS location. If an alternative work location is not feasible, staff may receive Inclement Weather pay.

1. Patients must be notified by phone, e-mail, MyChart message and other available means in advance of their scheduled appointment that the clinic is closed.
2. Clinic phones must have an operator or voice-mail message notifying patients of clinic closure and how to reschedule appointments.

III. **Release of Staff**

a. Once a Director has determined that the Department is adequately staffed to handle patient needs and Department responsibilities, the Department Director may allow employees to leave before the end of their scheduled shift. Employees not working their complete scheduled shift must submit vacation leave or request time off without pay. This determination shall include consideration of areas with interdependent/need.

IV. **Other Accommodations**

a. During periods of Inclement Weather or Other Emergency Situations, efforts will be made to support the needs of employees/providers and their families. These may include temporary housing, meals and other accommodations. Communication regarding the availability of these services will be coordinated by the Administrator on Call.