

**HACKETTSTOWN REGIONAL MEDICAL CENTER
ADMINISTRATIVE POLICY MANUAL**

WEATHER, INCLEMENT: EMPLOYEE TRANSPORT

Effective Date:	02/95	Policy No:	AD116
Cross Referenced:		Origin:	Emergency Preparedness
Reviewed Date:	12/95, 12/97, 12/98, 03/02, 04/05, 05/10	Authority:	Chief Operating Officer
Revised Date:	05/10	Page:	1 of 2

PURPOSE

To outline expectations for reporting to work during inclement weather and hospital efforts to provide transportation.

POLICY

- A. During periods of inclement weather, the following procedure will be followed:
1. On the day shift, the Scheduling Secretary in consultation with Nursing Administration will determine the need for transport service. The Administrative Coordinators on off shifts will make the decision.
 2. Nursing will first confer with the Maintenance/Security staff by phone or beeper and institute the service.
 3. The Nursing Administrator/Administrative Coordinators will gather information from staff employees and arrange for pick-ups and returns. The Nursing office will coordinate transports to avoid duplication of routes.
- B. If additional assistance is needed to transport staff because of inclement weather, or if the storm is deemed to be a “State emergency” with travel restrictions, Maintenance/Security or Emergency Management will contact Warren County OEM if necessary.
- C. Essential employees will be transported first. The Administrative Coordinator/Nursing office will set up the list of employees necessary to maintain patient care.
- D. The Administrative Coordinator/Nursing office, in collaboration with the Administrator on Call/Manager of department, will decide on what services need to be cancelled.
- E. **Reporting During Inclement Weather –**
1. Early Dismissal - When weather conditions become severe during an employees work shift, the decision to grant permission to employees requesting to leave work early because of the weather (and travel distance from the Hospital) will be left to the discretion of the Department Manager. The Department Manager will be responsible to see that the department is staffed sufficiently to meet the needs of the hospital. If individual employees are granted permission to leave early, they must use AL Time to make up their scheduled work hours.

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2. Late Arrival - Because of the nature of our business in providing direct patient care, all employees are expected to report to work at a reasonable hour unless the roads are so bad that it is impossible for them to make it in. Employees who do report to work LATE and work at least one-half of their scheduled shift, will be paid for their full shift that day.

Employees who are unable to report to work are to use AL Time. [Employees who are offered transportation by the Hospital and decline, (if transportation is the only reason for not coming to work) will receive no pay for the day, and AL time will not be available for use.]

Employees are expected to report for work during inclement weather unless a State of Emergency is declared by state authorities and the hospital is unable to provide transportation.