

PARTNERSHIP FOR COMMUNITY SUPPORTS

WEATHER POLICY

- Policy:** This policy establishes a standard procedure for employees to follow in the event of severe weather.
- Purpose:** To assure that employees and consumers/families know what the procedures are for Partnership in the event of severe weather.
- Procedures:**
1. Partnership for Community Supports (Partnership) will make every effort to maintain regular operating hours at our location and continue to meet our mission to provide Supports Coordination services. Snow, ice and possibly other **severe** weather conditions may necessitate a change in operational hours or services.
 2. When the City of Philadelphia declares a snow or other weather **Emergency** whereas citizens are told to **stay off** the streets in our area, Partnership offices will be closed.
 3. The weather closing option of the main number 267 350-4500 will be updated after 6:30AM regarding any change in operating hours for Partnership. Employees, students and volunteers must provide their supervisor with a primary phone number. Supervisors will make every effort to contact the employees, students, or volunteers who they supervise regarding any weather related changes in office hours. Your supervisor may also elect to notify you by voice mail.
 5. If poor weather is expected, employees are responsible to have phone numbers available to enable them to contact anyone scheduled to meet with them in the event a change is necessary.
 6. The decision to modify office hours or services due to severe weather will be made by the Executive Director or designee based upon information available regarding road and parking lot conditions.
 7. In the event of a storm emergency during the business day, employees will be notified by their supervisor of any change in office hours. Employees should contact their supervisor for further information if they are in the field. Employees are responsible for contacting anyone with whom they will not be able to keep appointments.
 8. In the event that Partnership needs to change operating hours due to a weather emergency, employees are responsible for changing their voicemail message to reflect that change. The Executive Director or designee is responsible for changing the Weather announcement to reflect the change.
 9. If the Partnership office is open, employees who choose not to work, will be required to use leave time and should contact their supervisor and change their voicemail message to indicate that they are not in the office.