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<b>SUBJECT:</b>	Inclement Weather
<b>POLICY NO:</b>	VIII:10
<b>APPLICABLE TO:</b>	All Employees
<b>PAGE NO:</b>	1 of 1
<b>EFFECTIVE DATE:</b>	August 1, 1993
<b>REVISION DATE:</b>	August 1, 2018 (due to name change)

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I. POLICY:

In the event of inclement weather, it may be necessary to cancel a regularly scheduled work day. The criterion to be used will be when Hennepin County (not HCMC) cancels work for "non-essential" employees.

II. PROCEDURE:

1. In the event of inclement weather, "non-essential" employees should listen to WCCO Radio (8-3-0). If the announcement is made that "non-essential" Hennepin County employees (not HCMC, but Hennepin County employees) do not have to report to work, then "non-essential" HHRI employees do not have to report to work either.
2. The Principal Investigator/Director/Manager of each department will designate which employees in each department are considered "essential" and which are considered "non-essential" for continuing operations during inclement weather. "Essential" employees will be expected to report to work. "Non-essential" employees will not be expected to report to work.
  - a. Employees designated as "essential" who report to work will receive their regular pay for the day. In addition, supervisors will authorize either payment at the employee's hourly rate of pay or paid time off for the hours worked.
3. If a declared weather emergency occurs during a work shift and it is feasible for some "non-essential" employees to be released early from work, authorization will come from the Principal Investigator/Director/Manager.
4. All full-time exempt and non-exempt "non-essential" employees will be paid for officially cancelled work days. Part-time "non-essential" employees will be paid for scheduled hours which are cancelled.
5. Employees who were scheduled for compensated time off will not receive any additional compensation or alternative time off.
6. "Essential" employees who are unable to travel to work, during a regularly scheduled day, because of their personal circumstances may use vacation time or unpaid time.