



Inclement Weather Policy – Carroll County Meaningful Day Staff

Inclement Weather Policy

Inclement weather decisions for Day Habilitation and Community Development Services will be made by Target's leadership team. Decisions for anyone receiving Employment Services will also be made by Target's leadership team, but on a case-by-case basis.

Sign up for Storm Text alerts to receive current and updated messages. Not signed up? Use this link: <https://eztxt.net/IQ3zC2> to sign up! Text alerts will be sent out by 6:30am.

Your supervisor will contact you on the delay or closure status via Microsoft Teams. Please wait for management to contact you about our operating status before contacting them.

1. **If Target's Leadership decides to close the office**, you do not need to report to work. You will use snow time for what your scheduled hours were for that day. Management will let you know if the office is open or closed.
2. **If Target's Leadership calls a delay (1 or 2 hrs.)**, you will report 1 or 2 hours from the start time of your schedule for that day (**Day and CDS staff only**). If you have a morning run for Day Habilitation or Community Development Services, you will leave the office for that run 1 or 2 hours from the start of your morning run time. For example: if you were originally scheduled to leave for your run at 7:15 am and there is a 1-hour delay, you will now leave at 8:15 am from the Target office to start your morning transportation run to pick up individuals. **Employment staff**—your supervisor will reach out to you should your schedule change, otherwise please follow your schedule as written.
3. **If Target's Leadership closes Day Habilitation and Community Development Services but decides to open the Target office**, you must report to the office no later than the announced time (**which will come from management**). Snow time may be used until your scheduled time to arrive at the office. If you call out, our attendance policy is still in effect, and you will need to use your PTO or Unpaid PTO (unpaid time off) and contact your supervisor and the Meaningful Day On-Call cell phone. We may still serve residential individuals, some of whom are 1:1s. Therefore, the staff is still required to report.
4. **Employment Team:** be patient and wait for a Microsoft Teams message from your supervisor in regard to what your schedule will look like since services are case-by-case for individuals in employment services. All staff will be required to report to work if the Target office is open/delayed unless you are calling out in which case the attendance policy will then be in effect. If that is the case, please contact your supervisor and the Meaningful Day On-Call cell phone. If the Target office is closed, however, you are not required to report to work.

If you have any questions regarding your schedule or the operating status of the office/services, please contact your direct supervisor.

This policy is subject to be reviewed/changed at any time.



Target Community & Educational Services, Inc.
...Targeting Dreams, Fostering Opportunities

Return the below portion to your supervisor

Acknowledgment of Inclement Weather Policy

By signing below, I acknowledge that I have received, read, and understand the Inclement Weather Policy for Target Community & Educational Services, Inc.

Date: _____

Staff Printed Name

Staff Signature