

Weather & Work Policy

Organization Name: Key 360 Support Services, LLC



Policy:

Canceling shifts is a complicated decision that affects service recipients, families and team members. The primary criteria we consider when making a decision include:

- The safety and well-being of our service recipients and team members
- Severity of the weather (extreme cold, snow, ice, heat, etc.)
- Timing of the weather
- The ability for vehicles to travel safely

We continually monitor the forecast from the National Weather Service and the administrative team stays in constant communication in order to make the best decision for our service recipients and staff.

Notifying Families

In the event that shifts are canceled due to severe weather, Key 360 makes every attempt to notify families as soon as possible. Shift cancellation decisions will be made with as much notice as possible in order for families to make appropriate accommodations.

We notify families via phone calls and/or text messages.

Team Members Notification and Expectations

In the event that shifts are canceled due to severe weather, Key 360 makes every attempt to notify team members as soon as possible. Shift cancellation decisions will be made with as much notice as possible in order for team members to plan accordingly.

We notify team members via phone calls and/or text messages.

Team members are expected to arrive at all scheduled shifts unless notified otherwise by their supervisor.

In the event that a team member shows up for a canceled shift without notification from their supervisor, the team member will be compensated for 2 hours of work.

We consider canceling shifts when the following occur:

- **Wind chill is at -35°F (-37°C)** or colder 2 hours prior to the start of the shift.
- **Freezing rain or sleet** 2 hours prior to the start of the shift
- Major weather warning/watch

If weather conditions are a concern to families and they do not fall under the organization's cancellation criteria, service recipients and/or families have the option to cancel or reschedule a shift at any time.

Policy reviewed and authorized by:

Name: Cedric Key, Owner & CEO	Date of last policy review: 6/23/2023
Signature: <i>Cedric L. Key</i>	Date of last policy revision: 6/23/2023