



Applies To: UNMH Responsible Department: Human Resources Revised: 4/2017

Title: HR 350 – Staffing During Adverse Conditions		Policy			
Patient Age Group:	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> All Ages	<input type="checkbox"/> Newborns	<input type="checkbox"/> Pediatric	<input type="checkbox"/> Adult

1. POLICY STATEMENT

It is the policy of the University of New Mexico Hospitals to conduct business activities on a regular basis despite occasional inconveniences caused by inclement weather, power outages or other adverse conditions. At the same time, the Hospitals recognize a responsibility for the safety and well being of employees.

2. APPLICABILITY

UNM Hospitals and Clinics.

3. POLICY AUTHORITY

UNM Hospitals CEO and Administrator Human Resources authorize this policy.

4. IMPLEMENTATION PROCEDURES

4.1 Work Schedules

4.1.1 During periods of adverse conditions, employees are expected to report for work as scheduled. An employee’s ability to keep regular hours due to inclement weather or hazardous driving conditions may be adversely affected by such things as the employee’s own medical or physical limitations, where the employee lives, availability of transportation, and family care responsibilities. Supervisors are expected to be flexible in these situations in accordance with the business needs of the organization and the reasonable health and safety of employees. The delivery of patient care services, however, is of primary importance.

4.1.2 During periods of inclement weather, both employees and supervisors should keep major goals in mind:

- The need for the Hospitals to provide patient care services and conduct business on a regular basis.
- The safety and well being of employees.
- All employees are required to be at work when their scheduled shift begins.
- All employees are required to remain at work until, and if, replacements report for work.

4.2 Notification

When an employee is unable to be at work due to adverse conditions such as closed roads or highways, the employee must notify his/her supervisor, explain the reason for the absence, and provide an estimated time of arrival at work.

4.3 Payroll

4.3.1 When a non-exempt employee misses work time due to inclement weather, the employee must take annual leave.

4.3.2 When an exempt employee misses a full shift due to inclement weather, the employee must take annual leave.

4.4 Procedures

All personnel are required to either remain at work or to report to work as scheduled, unless directed otherwise by their department managers.

4.4.1 Personnel required to work overtime will be paid, if eligible, in accordance with Hospitals' policy or union contract if applicable.

4.4.2 Department managers will develop contingency plans and review and communicate the plans to employees.

4.4.3 Personnel may request permission to pass through roadblocks or check points to report to work upon presentation of a Hospitals' identification badge at the roadblock or check point.

4.4.4 The RN On-Duty House Administrator will ensure that emergency meals and sleeping arrangements are made for personnel.

4.4.5 The Hospitals CEO or designee will notify department managers when the adverse condition has been lifted and normal schedules will be resumed.

5. SUMMARY OF CHANGES

1. No substantive changes; reformatted to meet current policy template.

Supersedes HR 350- Staffing During Adverse Conditions, 1/11/2012

DOCUMENT APPROVAL & TRACKING

Item	Contact	Date	Approval
Owner	Sara M. Frasch, HR Administrator, UNMH		Y
Human Resources	Sara M. Frasch, HR Administrator, UNMH		Y
Official Approver	Stephen W. McKernan, Hospitals CEO, UNMH		Y
Official Signature	Stephen W. McKernan	Date: 4/4/2017	
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