

# Policies and Procedures

## THE MENNINGER CLINIC

### Human Resources

**Policy: HR-2.09      Staffing and Compensation Adverse Conditions**

**Effective Date:      July 2024**

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#### **Purpose**

The purpose of this policy is to specify staffing and compensation procedures during adverse conditions.

#### **Policy Statement**

It is the policy of The Menninger Clinic to provide safe patient care and operations during adverse conditions.

Essential staff is expected to report to, and/or remain at work during the emergency periods. During these periods, staff may be required to perform duties outside of their regular job description under the direction of any leader based on the operational needs of the hospital.

In general, staff is responsible for making arrangements for family members and/or pets during emergency periods and for making arrangements for safe personal transportation to work. In certain circumstances, the organization may be able to accommodate family members at the facility. Decisions about these accommodations will be made by the Incident Command team at the time of the event. If accommodations can be made family members must provide their own mattress, bedding and snacks. The cafeteria would be open to family members. Employees should consult with their manager about any family member arrangements. The organization is not able to accommodate pets.

The Incident Commander or his designee determines the beginning and end of the emergency period.

Comprehensive emergency procedures are in the Menninger Clinic Emergency Operations Plan.

Due to the unpredictable nature of inclement weather/adverse conditions, staffing and compensation decisions may be made at the time of the event which may be different from the policies outlined within in order to accommodate particular situations which may arise out of the event.

#### **Definitions**

**Adverse condition:** - inclement weather or other factors which have an actual or potential disruptive effect on institutional operations (e.g., hurricanes, utility interruptions, floods, etc.).

**Emergency Period** – Time during which an emergency is declared by the Incident Commander or his designee.

### Procedures

#### 1. Pay during Emergency Period

a. During an emergency period, time worked must be recorded electronically in ADP, as long as the system is accessible. A staff roster will be used as timekeeping documentation if ADP is not accessible.

b. Pay during emergency period:

Category	Pay	Bonus pay
Non-exempt essential staff	1.5 times regular rate	\$50 sleeping stipend
Exempt essential staff, excludes management	\$400/day	

c. Essential staff who are able to perform work remotely are not eligible for extra compensation during the emergency period.

d. Non-essential staff who are able to report to work safely and choose to do so during an emergency will be paid for time worked.

e. Staff who are unable to work before or after the emergency period will take PTO or leave without pay.

f. Non-exempt essential staff: managers will adjust timesheets as stated by the Incident Commander's direction of when the emergency period is, in accordance to their regular work schedule

g. Every effort will be made to pay employees emergency pay in the pay period that the emergency occurred. However, timing of review and payroll deadlines may prevent emergency pay being paid in the same payroll period.

#### 2. Returning to Work

a. The Incident Commander or designee will determine when routine operations are to resume.

b. Staff are required to return to work on their regularly scheduled day and shift after routine operations resume.

#### 3. Non-compliance

a. Failure of any employee or manager to comply with this policy may result in corrective action, to include termination.