



Inclement Weather Policy

1. For staff

When anticipated inclement weather is announced in the area media, staff is expected to be prepared to work from home during normal business hours until it is safe to travel to the office.

During inclement weather, staff will be expected to be in the office when Frederick County Government opens their offices. In the case of two and three hour delays, non-exempt staff should check with their supervisor regarding log on times and travel times, balancing workload with personal safety.

All staff are to make reasonable efforts to get to work. Staff unable to travel to report to work at the designated time must communicate with their supervisor 30 minutes prior to the office opening to determine whether they will work from home for the day or if a vacation day will be used.

On days when weather conditions worsen as the day progresses, the President and CEO or their designee may decide to close the office early at which time staff will be directed to work from home or to stop working for the day. Non-exempt employees will be paid for the hours lost due to the Community Foundation choosing to close the office but this time absent from work due to inclement weather is not counted as hours worked when computing weekly overtime.

2. For volunteers and other constituents

The Community Foundation hosts meetings in-person and virtually as a part of its normal course of business.

In case of inclement weather, in-person meetings will use the following to determine if the meeting will be held:

If Frederick County Public Schools closes, the meeting is cancelled.

If Frederick County Public Schools has a delayed opening, the meeting is held on time.

Virtual meeting meetings will be held on time regardless of weather conditions.