



EMERGENCY STAFFING

Annually, at the time of evaluation, collect information regarding an employee's **Emergency Staffing Category** to be used in the event of an emergency. If there is a change in circumstances the Human Resources Department is to be notified immediately. The employee's Emergency Staffing Category will be maintained in the AOD system by the Human Resources Department and accessible to all Management.

Emergency Staffing – Employees are categorized based on availability for emergency purposes. A review will be done annually for any needed changes in categories and submitted to the Human Resources Department. Categorize each employee in the following manner:

Category I – Employees or supports who are able to remain on shift indefinitely until the emergency has passed. They can stay overnights. They are not the primary care giver for children and/or family at home.

Category II – Employees or supports who may have adult children and/or spouse, family at home and willing to stay for long periods of time and/or willing to stay if spouse/family is included as a support (if Administration approves family members as a support then move to Category I. If only staying for extended shifts, leave at Category II). If remain in Category II may have to leave for short periods of time.

Category III – Employees or supports who may be the primary or secondary care giver of family and unable to stay for extended shifts; however, still willing to work periodically directly with people supported.

Category IV – Employees or supports who care for small children and/or family at home. Unwilling to work directly with people supported; however, willing to assist with gathering & transporting supplies, etc.

WE MAKE THE DIFFERENCE

*****Emergency Staffing list by Category are available in Attendance on Demand System*****