

Inclement Weather Policy

Mass Cancellation Policy:

- **Locations with priests living on site:** Lynden, Ferndale, and Sacred Heart: The Mass schedule will proceed as normal as the priest can walk to the church.
- **Locations that do not have a priest living on site:** It will be up to the location manager or church coordinator to discern whether or not to cancel based on the weather.

Liturgical Event/Celebration: If inclement weather leads to the cancellation of a sacramental mass or celebration the individual location faith formation director or location manager will be in charge of communicating this cancellation with the celebrant and their family. If it is a funeral, contact the funeral home in conjunction with the family. If the location manager or director of faith formation was in contact with musicians or liturgical ministers, they will be in charge of letting them know of the cancellation.

The family will be in charge of letting musicians and any people that they are in direct communication with know of the cancellation.

Faith Formation Classes: Director of faith formation will be in charge of cancelling classes and notifying the families.

Office Closure Cancellation Policy:

Countywide office closures will be implemented when the Assumption School is closed during the week. Since the school serves the county, they are able to make a just call with the whole county in mind.

Due to the county's diversity in weather, if a specific location needs to be closed due to a location specific inclement weather event, this will be communicated directly with Olivia, who will then coordinate with the location managers for this closure.

Office closures will be communicated by Olivia and then sent out to the Location managers who will liaise with coworkers. A pathway of communication will be established between the school and Olivia.

For employees who are unable to conduct their job remotely, they will be given a paid absence, "Such closures will be considered paid absences for all employees who regularly work at least

twenty hours per week and are scheduled to work the day of the closure, and employees will be compensated for that time as if they had worked.”

This paid time off will be for the following employee positions;

- Location Managers
- Facilities Staff
- Administrative Assistant
- Receptionists
- Music and Liturgy

Those expected to work remotely during inclement weather:

- Administrative Assistant for Priests
- Regional directors of finance, operations, and facilities
- Faith formation staff

Those who are expected to work remotely can take a sick day in compliance with archdiocese policy instead of working remotely.

Location Managers:

Will work with provided contractors and communicate with facilities staff including director of facilities to ensure that proper snow removal, de-icing, and other weather-related procedures are put into effect.

Communication between staff members, parishioners and the priests are key during inclement weather. Safety is our number one priority.

Nota Bene: Administrative structure in place at Church of the Assumption differs for the county, where Dr. Ernst or Dr. Mabalot oversee specific events, they are able to make this call and can collaborate as needed.

References:

“Emergency Days HR 50. In the event of extreme weather conditions or other unforeseen emergencies, the canonically appointed leader, or his/her delegate, may close the parish offices.”

--https://archseattle.org/wp-content/uploads/2020/11/HE3.2_Emergency-Days-Policy.pdf