

COUNCIL BLUFFS, IOWA
SEVERE WINTER WEATHER PROCEDURES
For Day Programs in Vodec's Development Center

*For more information on openings/closings visit Vodec's website
www.vodec.org & Facebook page*

Because Vodec is concerned about the safety of its consumers the following procedures should be followed when the Council Bluffs Community School District (CBCSD) makes announcements concerning *severe winter weather*.

CANCELLATIONS REGARDING DAY PROGRAMS IN VODEC'S DEVELOPMENT CENTER IN COUNCIL BLUFFS

When the CBCSD closes for the day consumers should not report to Day Programs in Vodec's Development Center. Vodec employees should report to their normal work site at normal starting time. Transportation will not be provided or arranged for consumers by Vodec.

LATE STARTS REGARDING DAY PROGRAMS IN VODEC'S DEVELOPMENT CENTER IN COUNCIL BLUFFS

When the CBCSD announces a late start, consumers should report to the Day Programs in Vodec's Development Center per the late start announcement. *For example*, if the CBCSD announces a 10 a.m. late start consumers should report by at least 10 a.m. (use good judgment, please). Vodec employees should report to their normal work site at normal starting time. The normal transportation will be available as provided or arranged for consumers by Vodec as close to adjusted time schedule as possible.

EARLY DISMISSALS REGARDING DAY PROGRAMS IN VODEC'S DEVELOPMENT CENTER IN COUNCIL BLUFFS

Consumers will be excused as early as safely feasible when there's a CBCSD early dismissal. *For example*, if CBCSD announce a 1 p.m. early dismissal then consumers will be excused from Vodec by 1 p.m. or *no sooner than transportation is available for them* whichever can safely be accommodated first. There will be Vodec employees present until the last consumer leaves. Vodec employees should plan to work through their shifts but may be released early at the discretion of the CEO or designee.

Special notice to employees – If the CEO or designee decides that Vodec's Development Center should be closed due to extraordinary severe winter weather the CEO or designee will contact media as early as possible to announce such decision. Employees will also be notified through Vodec's EZ-TEXT System. Employees may still report to Vodec's Development Center but would not be required to do so. An employee may be paid for lost time from work due to these severe winter weather procedures if he/she has available vacation leave time and requests to use it. Vodec employees should refer to current personnel policies for option of unpaid personal leave.

VODEC RESIDENTIAL PROGRAMS DO NOT CLOSE DUE TO SEVERE WEATHER.

CENTRAL IOWA
SEVERE WINTER WEATHER PROCEDURES
For Day Programs in Vodec's Development Center

*For more information on openings/closings visit Vodec's website
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Because Vodec is concerned about the safety of its consumers the following procedures should be followed when the Urbandale School District makes announcements concerning *severe winter weather*.

CANCELLATIONS REGARDING DAY PROGRAMS IN VODEC'S DEVELOPMENT CENTER IN URBANDALE

When the Urbandale School District closes for the day, consumers should not report to Day Programs in Vodec's Development Center.

Vodec employees should report to their normal work site at normal starting time.

LATE STARTS REGARDING DAY PROGRAMS IN VODEC'S DEVELOPMENT CENTER IN URBANDALE

When the Urbandale School District announces a late start, consumers should report to the Day Programs in Vodec's Development Center per the late start announcement. *For example*, if the Urbandale School District announces a 10 a.m. late start consumers should report by at least 10 a.m. (use good judgment, please). Vodec employees should report to their normal work site at normal starting time.

EARLY DISMISSALS REGARDING DAY PROGRAMS IN VODEC'S DEVELOPMENT CENTER IN URBANDALE

Consumers will be excused as early as safely feasible when there's an Urbandale School District early dismissal. *For example*, if the Urbandale School District announces a 1 p.m. early dismissal then consumers will be excused from Vodec by 1 p.m. There will be Vodec employees present until the last consumer leaves. Vodec employees should plan to work through their shifts but may be released early at the discretion of the CEO or designee.

Special notice to employees – If the CEO or designee decides that Vodec's Development Center should be closed due to extraordinary severe winter weather the CEO or designee will contact media as early as possible to announce such decision. Employees will also be notified through Vodec's EZ-TEXT System. Employees may still report to Vodec's Development Center but would not be required to do so. An employee may be paid for lost time from work due to these severe winter weather procedures if he/she has available vacation leave time and requests to use it. Vodec employees should refer to current personnel policies for option of unpaid personal leave.

VODEC RESIDENTIAL PROGRAMS DO NOT CLOSE DUE TO SEVERE WEATHER.

KCCI- 515-247-8888-CBS
WHO – 515-242-3500-NBC
WOI – 515-457-6945-ABC
Local radio station is FM 104.5 or AM 1040 – 515-280-1350

NEBRASKA
SEVERE WINTER WEATHER PROCEDURES
For Day Programs in Vodec's Development Center

*For more information on openings/closings visit Vodec's website
www.vodec.org & Facebook page*

Because Vodec is concerned about the safety of its consumers the following procedures should be followed when the Omaha Public Schools (OPS) makes announcements concerning *severe winter weather*.

CANCELLATIONS REGARDING DAY PROGRAMS IN VODEC'S DEVELOPMENT CENTER in Nebraska

When OPS close, the day consumers should not report to Day Programs in Vodec's Development Center.

Vodec employees should report to their normal work site at normal starting time. Vodec transportation will not be provided or arranged for consumers.

LATE STARTS REGARDING DAY PROGRAMS IN VODEC'S DEVELOPMENT CENTER in Nebraska

When OPS announce a late start, consumers should report to Day Programs in Vodec's Development Center per the late start announcement. *For example*, if OPS announce a 10 a.m. late start consumers should report at 10 a.m. (use good judgment, please). Vodec employees should report to their normal work site at normal starting time. Vodec transportation will be available as provided or arranged for consumers as close to adjusted time schedule as possible.

EARLY DISMISSALS REGARDING DAY PROGRAMS IN VODEC'S DEVELOPMENT CENTER in Nebraska

Consumers will be excused as early as safely feasible when there's an OPS early dismissal. *For example*, if OPS announce a 1 p.m. early dismissal then consumers will be excused from Vodec by 1 p.m. or *no sooner than transportation is available for them* whichever can safely be accommodated first. Non-Vodec transportation should pick up consumers no later than one hour after the early dismissal time. Vodec employees should plan to work through their shifts but may be released early at the discretion of the CEO or designee.

Special notice to employees – If the CEO or designee decides that Vodec's Development Center should be closed due to extraordinary severe winter weather the CEO or designee will contact media as early as possible to announce such decision. Employees will also be notified through Vodec's EZ-TEXT System. Employees may still report to Vodec's Development Center but would not be required to do so. An employee may be paid for lost time from work due to these severe winter weather procedures if he/she has available vacation leave time and requests to use it. Vodec employees should refer to current personnel policies for option of unpaid personal leave.

Special notice to consumers and care givers - A consumer or his/her care giver is also responsible for talking to or leaving a message with Vodec's transportation supervisor at 402-455-4648 ext. 222, if the consumer will not be using Vodec transportation on any given day, *regardless of weather or reason*. A morning route should be cancelled before 6 a.m., an afternoon route should be cancelled before 1 p.m. Failure to cancel by required time may result in a fee for the consumer equivalent to cost of the ride not cancelled.

VODEC RESIDENTIAL PROGRAMS DO NOT CLOSE DUE TO SEVERE WEATHER