

HR CODE GREEN FAQs – HURRICANE SEASON 2024, VERSION HELENE, 9-24-24

Attendance

1. Q – During a Code Green may I leave at the end of my shift?
A – No. During a Code Green you must be relieved by your supervisor prior to leaving your shift. This is important to ensure continuity of care for our patients. Leaving your shift without approval may result corrective action, up to and including termination of your employment.

2. Q – I’m scheduled to work during the hurricane, or have volunteered for the Labor Pool, and I am choosing not to report to work. What are the consequences for my actions?
A – Choosing not to report to work or leaving your shift without approval of your supervisor is considered insubordination and subjects you to corrective action up to and including termination. (Refer to TMH Policy 45-304 Reporting Responsibilities during Disasters/Inclement Weather)

3. Q – I’m a Flex status colleague. Can I be assigned to the Alpha/Bravo roster?
A – If you are a Flex status colleague and scheduled to work during the Code Green, you are required to report. If you are Flex status and not scheduled to work, but are willing to help in this emergency, let your manager know, and you can be added to the roster for your department.

4. Q – If I work during the hurricane, will sleeping quarters be provided for me?
A – If you are scheduled to work or required to be here due to the Alpha/Bravo plan, sleeping space will be provided. You should bring your own sleeping bag or air mattress, as not all sleeping spaces contain beds. Because linens are limited, please bring your own sheets, towels and pillow. The reporting location to obtain a sleeping assignment will be provided when the Code Green is activated.

5. Q – May I come in early to sleep in advance of my scheduled Bravo shift, and will I be paid for this time?
A – Yes, under certain circumstances. If you are requested by your department leader to report early to ensure your availability and the Code Green has not been deactivated, you will be paid for your time. You may not elect to come in early without prior approval from your department leader.

If reporting early includes rest time, you can obtain a sleeping assignment from the check-in desk. The check-in desk location will be provided when the Code Green is activated.

Office Closures/Labor Pool

1. Q – If my office is closed due to the activation of a Code Green, do I have options to work in another department to avoid using PTO/PLT or reducing my pay?

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A – Yes, you can volunteer for the Labor Pool. Alpha teams are required to stay at the hospital during the hurricane event. Bravo team will be called in to relieve the Alpha team after conditions are deemed safe for travel. Labor Pool staffing may be assigned to monitor lobby and entrance/exit traffic, transport supplies and equipment, assist in childcare or participate in other duties. If you are able to assist, please complete the Labor Pool Volunteer form on SPARK. You will receive an Alpha/Bravo team assignment when sufficient responses are received to establish the teams.

Family/Childcare/Pets

1. Q – If I work during the hurricane, will sleeping quarters be provided for my family members?

A – No. TMH does not provide sleeping quarters for family members. However, childcare will be provided in the Auditorium for children age 6 weeks to 10 years.

2. Q – Is childcare only available to colleagues that currently use the TMH Child Care Center?

A – No, any colleague required to report to work during a Code Green may bring a child or children to the auditorium for childcare, regardless of whether they currently use TMH Child Care. Children must be no younger than 6 weeks and no older than 10 years of age. Family members who are not employees are not permitted to stay with children. Childcare is not available for Labor Pool volunteers as it is prioritized for colleagues who are required to work. If you are required to work and need to bring your child to work, please email Amy Rentz at Amy.Rentz@tmh.org with the name(s) and age(s) of your child(ren) to register.

3. Q – Will TMH provide care for my pets if I am required to report on an Alpha/Bravo team when a Code Green has been activated?

A – No. You will need to make your own provisions for pet care as you would if you were going on vacation.

Payroll

4. Q – How do I track my hours for Code Green?

A – If you are clocking in for your regular shift, please clock in as usual. If you are clocking in to sleep, please clock in to department “9050.” If you are working in the labor pool, report to Conference Room A and your hours will be tracked by the labor pool team.

5. Q – I am a non-exempt (hourly) colleague assigned to an Alpha or Bravo team. How will my hours be paid?

A – You will be paid at straight time for both duty hours and sleeping/rest hours. Any hours over 40 at the end of the week (midnight on Saturday) will be paid at the overtime rate.

6. Q – I am a non-exempt (hourly) colleague, and my office is closed. Do I have to use PTO/PLT?

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A – No. Non-exempt (hourly) colleagues may choose not to use PTO/PLT during a forced office closure. This means that you will not be paid for the hours missed. (Refer to TMH Policy 045.600.012 Paid Time Off and TMH Policy 045.600.004 Personal Leave Time, Section E).

7. Q – Can I work remotely during a forced office closure to make up for missed hours?

A – No. Exempt, Non-Exempt nor remote colleagues can work remotely during a Code Green.

8. Q – I am an exempt (salaried) employee. If I am asked to work during the Code Green, will I be paid my normal salary?

A – Yes. In addition to your normal salary, you will be paid your hourly base rate for any additional (over your normal schedule) hours worked during the Code Green including hours over 40 in the pay week. This applies to all exempt colleagues except Vice Presidents, Assistant/Associate Vice Presidents, Service Line Administrators and Executive Directors.

9. Q – Should employees working on the unit be charged to cost center established for the Hurricane Event?

A - Only employees that are required to remain on site or called in ahead of their shift that are standing by should be charged to cost center established for the event. The cost center number will be provided when the Code Green is activated.