



Inclement Weather Policy

Chester County residents rely on PA CareerLink® for prompt and efficient delivery of employment and training services. In keeping with our responsibility to the public, PA CareerLink® - Chester County will maintain a schedule of regular business hours, except when **severe inclement weather** conditions exist.

The Decision

It is important to note that PA CareerLink® - Chester County's decision to open late or close is not necessarily based on the same factors taken into account by area school districts **or** county government offices.

In cases of severe inclement weather, the PA CareerLink® Site Administrator will consult with the County's Department of Emergency Services, Chester County Workforce Development Board Director and PA Department of Labor & Industry Officials.

The decision to open late or close will be made based on two major factors:

- Road conditions as determined by Chester County Emergency Services through contact with local officials, and
- Current and projected weather forecasts.

The PA CareerLink will remain open for business until any decision is reached. It is the responsibility of each employee to make every reasonable effort to report to work. As professionals, employees should exercise reasonable judgment in determining their ability to safely travel to work.

In cases when the office is 'open' and weather hazards prevent an employee from reporting to work, employees should contact their supervisor to account for their time not at work.

The PA CareerLink® - Chester County understands that non-state employees may follow their home office inclement weather policy. In cases when their home office closes and PA CareerLink® remains open, partner staff should notify the PA CareerLink® Administrator or Supervisor via email of their inability to be present at work.

With several partner staff working remotely during COVID-19, they should consult with their supervisor/home office to determine their work schedule and/or to account for their time during any office closure or delayed opening.

Obtaining Information

If severe weather conditions necessitate changes in the operating hours of PA CareerLink® - Chester County, notification will be provided in the following manners:

- **E-mail:** All partner staff will receive an email of any changes in office operating hours
- **Supervisors:** Will be required to call their respective staff and advise them of any change in schedule.
- **Voice Mail:** The PA CareerLink Administrator will leave a recorded message on the Center voice mail system. The general public and staff may call (610) 280-1010.
- www.pacareerlinkchesco.org – an alert bar will be placed on our local webpage indicating any change in office status
- **Social Media:** notification of any change in status will be placed on our social media feeds.