

First Unitarian Church of Des Moines

Bad Weather Closing Policy

Church Offices - The church offices will be officially closed when the Des Moines Public Schools cancel classes at all schools or dismisses schools 90 minutes early. Watch for local news media reports of DMPS closings.

If the office is not officially closed but you are uncomfortable with driving or unable to report to work due to the weather conditions, notify your supervisor by phone before your regular start time.

Based on these circumstances, benefit-eligible staff can work from home, work another day during the same pay period by notifying their supervisor, or take earned vacation time. Staff not eligible for benefits can (1) work from home IF approved by their supervisor or (2) make up the hours during the same pay period upon approval by their supervisor.

Church members will be notified through the Intercom Weekly of the office bad weather closing policy. A reminder will also be posted on the home page of the website from December 1 through March 31.

Church Services and Sunday church activities – The Minister or Associate Minister of Social Justice will make the determination by 7:00 AM on Sunday. The decision will be made based on member safety. Sunday staff, the celebrant and other service participants will be notified of the cancellation decision by email. The Communications Coordinator will post the information to the church website, notify KCCI and WHO-TV, and change the church's voice mail.

Church activities other than on Sunday – The Minister and DFA will share the responsibility for making a determination of cancellation. The decision will be made based on member safety. Staff will be notified by email and will make appropriate notifications to lay leaders/volunteers. The Communications Coordinator will post the information to the church website and notify KCCI and WHO-TV.