

2026 Demographic Survey Protocols

Schedule Changes, Rain and Overtime Protocols

Schedule Shift Changes, Callout and No Shows

Because we are a team based project, it is important that we know who is working each week in order to efficiently create our schedule and deploy teams. It is critical that you let us know in advance if you need to change your schedule after filling out the monthly availability form, which is emailed to you two weeks before the beginning of each month.

To make schedule changes anytime before **12pm the day before your shift**, please email project admins, two POCs to be shared.

Last minute callouts for reasons of illness, emergency, etc. are allowed and expected, but they do impact the team structure for the day. If you need to call out after 12pm the day before your shift, you will need to post your request in the Slack #Callouts channel as soon as you are able. Project Admins will check this frequently when finalizing teams for the next day.

Repeated callouts impact our ability to complete the Count successfully. If repeated often, they will be grounds for termination.

If a surveyor doesn't show up for their shift by 8:45 am and does not call out in advance via the Slack Channel, they are considered a **"No Show."**

No Shows are extremely disruptive to the deployment process and if repeated, are generally grounds for termination. Please communicate with your Team Lead as early as possible in the morning if you think you will not make your shift.

Rain Days

Rain will fall during the Count. While we hope for very few rain days, we know that this winter is predicted to have higher than average rainfall. Please be aware of the following protocols:

Canceled Days

For days when rain is in the forecast and is ***guaranteed*** to be heavy and ongoing, you will be notified via Slack in the #Rain-Day-Updates channel by 8pm the night before your shift:

“Announcement: The National Weather Service predicts extremely heavy rain tomorrow. Shifts scheduled for tomorrow have been canceled. Work will resume again the following day for those scheduled.”

In this event, you will file for a quarter-day rate for your canceled shift, or two (2) hours. Please note this event will only occur in the case of extreme weather events (ex. heavy rains, atmospheric rivers, floods).

Rain On-Call Days

For days when rain is in the forecast but ***not guaranteed*** to be heavy, please expect that the start of shifts *may be* delayed, but you are still expected to come into work.

If rain is expected but is not guaranteed to be heavy, we will notify you via Slack by 8pm the night before your shift:

“Announcement: Rain is in the forecast for tomorrow. Please be attentive to further updates to come tomorrow morning at 7am.”

In the event the forecast and skies become clear for the day, you will be notified via Slack at 7am:

“Announcement: Today’s Count will move forward as scheduled. Please come in to your scheduled shift today at 8:30am”

However, in the event the forecast and skies are still uncertain for the day (ex. gray skies, drizzling, variable rain prediction), you are expected to be on-call until 9:00 am. You will be notified via Slack at 7am:

“Announcement: We are still waiting to find out if today’s Count may move forward. Please be attentive to further updates to come at 9:00am.”

In the event the forecast and skies become clear, you will be notified via Slack at 9:00am:

“Announcement: Today’s Count will move forward with a delayed start. Please arrive to start your shift today promptly 10:30am”

In this event, you will file for the rate for a full day even though your shift start was delayed (i.e. 7.5 hours.)

However, In the event the forecast and skies show heavy rain, you will be notified via Slack at 9:00am:

“Announcement: Today’s Count is canceled. Please do not come in to your scheduled shift today. Work will resume again tomorrow for those on the schedule.”

In this event, you will file for a 40% day rate for a canceled day, three (3) hours.

For all other rain related events the protocols are as follows:

If it’s **drizzling or raining during your shift** please keep surveying if possible, take a break in the car and wait for rain to subside. Rain ponchos will be provided. Please use them.

If it begins raining **heavily** during your shift, your Team Lead will decide whether it’s safe for the team to continue surveying. Your Team Lead may decide to wait in the car for up to 30 mins or to end the shift. If your shift ends early, you will be paid for a half day that day.

Overtime Pay

Because we operate on a fixed rate grant we do not have the ability to pay for overtime hours. Please work only your allowed hours per week. If overtime hours are available, for evening shifts for example, we will notify you directly.