Policy Emergency Closing

Governed by: Human Resources

Policy Date: December 1, 2016   **Last Updated:** February 13, 2018

Purpose: In extreme cases of inclement weather, power failures, or other emergencies, CEO may officially close for the day, open late, or close early in locations significantly impacted by such events.

The President or designee is responsible to authorize the implementation of the emergency closing policy within any CEO owned and operated facility and to approve staff working within non-agency owned offices to utilize Administrative leave.; if it is deemed appropriate and within agency considerations for acceptable service impact or work interruption.

In the event that a decision to implement the emergency closing policy is made **during normal agency operating hours** (8:00 a.m. - 4:30 p.m. Monday-Friday) the information will be communicated via email to all staff working within CEO owned buildings.

Any staff working within <u>non-agency</u> owned buildings may be approved to follow the emergency closing policy of their assigned office building.

In the event that a decision to implement the emergency closing policy is made **outside of normal agency operating hours** (after 4:30 p.m. M-F or over a weekend) the information will be communicated via the agency's website at www.ceoempowers.org no later than 6:00 a.m. on the day impacted.

<u>Agency Site specific closings:</u>

As CEO has a large geographic operating area within the county that may be impacted differently during any particular emergency issue, any communication via email or website will indicate "All CEO Sites" or may list the specific location(s) impacted, and will <u>only</u> reference agency owned and operated facilities within Rensselaer County. Any staff that does not have access to email or internet will be expected to contact their managers for updated information.

Unless an alternative system of communication has been established, any staff assigned to work in non-agency owned and operated facilities will be required to notify their immediate supervisor if their site or office building is impacted by an emergency closing event as soon as they become aware of the event.

Delayed opening/Early closing:

In the event that a decision is made to close early or delay opening, all staff are expected to comply with the arrival or exit directives provided by the agency, regardless of their normally scheduled shift.

Please note: In order to allow the facilities department staff time to address the conditions or circumstances that precipitated the emergency closing, all other staff must not arrive before the designated opening time or stay past the designated closing time unless they have approval from their supervisor. For staff safety, designated agency buildings, property and parking lots will be closed until the designated opening time or following the designated closing time.

Time Cards:

Any employee who has requested and been approved for Scheduled or Unscheduled time off during an emergency closing or delay must charge a full day of PTO (if available).

If an employee arrives after the scheduled opening time, or receives approval to depart earlier than the scheduled closing time, he/she will only be required to charge PTO (if available) to offset the closing or arrival time approved by the agency.

Agency-approved time off due to emergency closing will be charged to Admin Leave and is not subject to any overtime calculations.

Essential staff:

Any position that is classified as essential for agency operations may be excluded from this policy and required to assist with the communication and preparation required to close a program and notify staff and customers. The required assistance may be provided on- or off-site as requested by management.

As of the date of this policy essential staffing positions are identified as:

- President/CEO and Vice President
- All Senior Administrative Team members
- All Facilities staff (including custodians)
- IT Director
- All Program managers