



## Policy Emergency Closing

**Governed by:** Human Resources

**Policy Date:** December 1, 2016

**Last Updated:** December 1, 2016

**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.

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.

In the event that a decision to implement the emergency closing policy is made **outside of normal agency operating hours** (8:00 a.m. - 4:30 p.m. Monday-Friday) the information will be communicated via the agency's website at [www.ceoempowers.org](http://www.ceoempowers.org) no later than 6:00 a.m. on the day impacted.

### **Site specific closings:**

As CEO has a large geographic operating area that may be impacted differently during any particular emergency issue, any communication via email or website will indicate the specific location(s) impacted.

Any staff who do not have access to email or internet will be expected to contact their managers for updated information.

### **Delayed opening/early closing:**

In an effort to allow staff the opportunity to arrive or leave work in the safest manner possible, the agency may elect to delay opening or close early due to emergency circumstances. In such an event, all staff are expected to comply with the arrival or exit directives provided by the agency regardless of their normally scheduled shift.

In order to allow the facilities department staff time to address the conditions or circumstances that precipitated the emergency closing, 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.

**Charging time:**

Any employee who has been approved for scheduled time off during an emergency closing or delay must charge a full day of PTO (if available). The agency will determine on a case-by-case basis how unscheduled time off as a result of the emergency situation will be handled.

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 in Paycom and is not subject to any overtime calculations.

Any position or program that has been deemed “essential” for agency operations will be notified and may be excluded from this policy.

**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 provide on- or off-site as requested by management.

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

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

**Customer communication:**

Whenever possible, CEO will broadcast the information regarding program closings for customers on local television channels. This information is primarily directed to the customers of CEO, not staff. Staff must check the website or contact their managers for information.