



**Department:** Human Resources

**Policy Effective:** November 18, 2024

# Emergency Closing

## Policy Statement

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.

## Procedure

The President or designee is responsible to authorize the implementation of the emergency closing policy within any CEO owned and operated facility.

If a decision to implement the emergency closing policy is made **during normal agency operating hours** the information will be communicated via email to all staff working within CEO buildings. Any staff working within **non-agency** 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 4:00pm daily or over a weekend) the information will be communicated via the agency's website at [www.ceoempowers.org](http://www.ceoempowers.org) and social media platforms no later than 6:00 a.m. on the day impacted.

Based on the situation, an emergency closing designation will only be made for CEO owned sites and may include:

- Full day closures with or without remote work expectations; or
- Delayed opening; or
- Early closure

### **Site specific closings:**

As CEO has a large geographic operating area within the county that may be impacted differently



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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 only 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.

**Early Childhood Staff working offsite:**

Staff working in non-agency owned sites will follow the emergency closures for their assigned site. In the event that an emergency closure is determined by a non-agency site, staff will be required to notify their CEO supervisor if their site or office building is impacted by an emergency closing event as soon as they become aware of the event.

Note: Any classrooms that will be in jeopardy of meeting the required number of operational days for the program year due to emergency closings may be required to work during make-up days as determined by the agency for programmatic compliance.

**Remote Workday**

A remote workday resulting from an emergency closure due to inclement weather may only be approved as an agency wide or site-specific event and will not be based upon individual circumstances. Staff who are unable to report to work due to an inclement weather day may be required to utilize paid leave time.

Any staff who is unable to perform the assigned duties during a remote workday will need to charge PTO time for the hours of their scheduled shift.

**Administrative Leave**

All regular employees scheduled to work during any emergency closing events will be eligible for Administrative Leave pay based on their individual shift.

Staff who have been approved for Scheduled time off during an emergency closing or delay will be required to charge a full day of PTO or Sick Leave (if available).

Staff arriving later than the scheduled opening or requesting an early departure during an inclement weather event will be required to utilize available leave time to cover the hours before



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or after the approved closure or opening. Staff may receive supervisory approval to make up hours during the same pay period. Administrative Leave 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 provide on- or off-site as requested by management.

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

- All Senior Administrative Team members
- All Facilities staff (including custodians)
- All agency Directors and Managers