

Procedure Title:**WORK CONDITIONS & HOURS****PROCEDURE NUMBER: 5-1-0****Policy Title:**

Emergency Work Schedules/Closings

Effective Date:

2/1/2003

Revision Date:

1/15/2003

**APPLIES TO:**

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 3800 – Child Residential and Day Treatment Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

PROCEDURE:

1. Due to the nature of our work, we must continue providing services despite bad weather conditions or other emergencies. Each employee is expected to make every effort to report to work and to be on time. In extreme circumstances, an employee may be asked to work overtime or on an adjusted schedule or at an alternate location.
2. At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt agency operations. In extreme cases, these circumstances may require the closing of a work facility. In the event that such an emergency occurs during nonworking hours, local radio and/or television stations will be asked to broadcast notification of the closing.
3. When operations are officially closed due to emergency conditions, the time off from scheduled work will be unpaid. However, with supervisory approval, employees may use available paid leave time, such as unused vacation benefits.
4. In cases where an emergency closing is not authorized or no closing is announced, employees who fail to report for work will not be paid for the time off.
5. Employees in essential operations may be required to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay; unless these hours worked would be overtime hours. In this case overtime pay will be paid.

NOTES:

