

Policy 8.20

POLICY TITLE: CLOSURE OF OFFICE	POLICY # 8.20	
Topic Area: HUMAN RESOURCES	Page 1 of 3	REVIEW DATES
Applies to: Lakeshore Regional Entity (LRE) Staff	ISSUED BY: Chief Executive Officer	
Developed and Maintained by: LRE Human Resource Coordinator	APPROVED BY: Board of Directors	
Supersedes: N/A	Effective Date: 2/15/2018	Revised Date:

I. POLICY

It is the policy of the Lakeshore Regional Entity (LRE) to maintain its business operations and to keep its office open during regular business hours, to meet the needs of the public and the obligations of the LRE. LRE business operations will be suspended during regular business hours only when inclement weather or other emergency conditions make it clear that such action is in the public interest, and necessary to protect the health, safety, and welfare of the public and the employees of the LRE. In all instances, services classified as "24/7" and essential shall continue.

II. PURPOSE

To outline the LRE's position and procedures regarding office closures.

III. REQUIRED BY

N/A

IV. APPLICABILITY AND RESPONSIBILITY

All staff members, and as applicable volunteers, interns and contractors of LRE.

V. MONITORING AND REVIEW

Monitoring and review of compliance with the policy will be the responsibility of the Human Resources Coordinator.

VI. PROCEDURES

- A. **General** - In any instance in which, because of inclement weather or other emergency conditions, the LRE office should be closed, delayed, or not open for operations at regular business hours, such decision shall be made by the Chief Executive Officer or his/her designee. If such a decision is made because of inclement weather or other emergency condition which develops overnight, the decision shall be made prior to 7:00 a.m. Once the decision is made, it shall be communicated as follows:

1. To all employees, by the Human Resources Coordinator, through text via the LRE Remind App.
2. To the public, by the Executive Assistant, through the LRE answering system.
3. To the public, by the Communications Coordinator, using social media and the LRE website to make the announcement.

B. **Conditions** – conditions for office closing or delay in opening are as follows:

1. If State Police close the highways leading into Norton Shores, due to dangerous conditions or issue a traveler's warning not to drive – "emergency vehicles only".
2. If the snow fall expected within the next 6 hours is forecast to be 6" or more new snow and it is already snowing heavily in Norton Shores or there is an active Blizzard warning in effect.
3. If a tornado warning or downburst wind warning has been issued and is in effect for Norton Shores or Muskegon during regular business hours.
4. If the electricity is out at the LRE office and is expected to be out for more than 1 hour.
5. If the office temperature cannot be maintained between 58 degrees Fahrenheit and 85 degrees Fahrenheit during business hours, due to heating/cooling system failures.
6. If public safety officials have closed the area of the LRE office due to flooding, fire, or other dangerous conditions.
7. If local conditions around an employee's home and between his/her home and the LRE office make personal travel impossible or extremely difficult and/or hazardous an individual "snow day" or "snow delay" may be granted by the employee's immediate supervisor.

C. **Payroll/Time Accounting Procedures** - In any instance in which this Policy is invoked, employees will record their hours to payroll as follows:

1. **Office Delays in Opening:**

- a. If LRE is delayed in opening, employees regularly scheduled to work will receive a normal day's pay and not be expected to report to work until the time announced for opening;
- b. Employees who report to work at their regularly scheduled start time will receive no "additional time off" due to the delay in opening.
- c. Employees who use an individual snow delay is expected to use PTO for time not worked if he/she has not been preapproved to work remotely during the period of delay.

2. **Office Closing:**

- a. Employees regularly scheduled to work on the day of the closure shall receive a normal day's pay and not be expected to go to work.

- b. Employees who report to work will receive no “additional time off” due to the office closing.
 - c. Employees who use an individual snow day is expected to use PTO for time not worked if he/she has not been preapproved to work remotely during the period of closing.
3. Employees who have a prescheduled PTO day on the day of closing or delay shall use the scheduled time off from their respective PTO account.
- D. **Continuing Operations** - Unless otherwise expressly directed, all employees of LRE who are providing services classified as “24/7” and designated essential services shall continue to report for work during scheduled hours. Services classified as “24/7” and essential services are the LRE’s access and referral services for substance use disorders and beneficiary appeals related to services and supports provided by the CMHSPs.

VII. RELATED POLICIES AND PROCEDURES

None