

PEOPLE'S PLACE

Emergency Closing Policy

Approved By: Board of Directors
Review/Revision Date: 12/01/2020

I. PURPOSE

The purpose of this policy is to protect the safety of agency employees, volunteers, and clients and to ensure that essential services continue to be provided during emergency closings.

II. POLICY STATEMENT

It is the policy of People's Place to protect the welfare of agency employees, volunteers, and clients while continuing to provide essential services during emergencies.

III. APPLICATION

This policy applies to all People's Place staff and volunteers.

IV. DEFINITIONS

- A. Emergency – any condition that poses an extreme risk for employees coming to work or as determined by the Executive Director or designee.
- B. Residential staff – staff that work at a 24 hour operated program; these staff are designated as essential personnel.

V. STANDARDS

- A. The Executive Director or his/her designee shall make the determination that the agency will be closed and notify key personnel.
- B. Notification of closing will be made as soon as possible.
- C. Any full-time employee who is on pre-approved leave a day that the agency is closed due to an emergency, will not be charged leave time.
- D. Full-time employees scheduled to work but who do not work as a direct result of an emergency will not be charged leave time.
- E. Teleworking is permitted during emergency closings if approved by supervisor.
- F. Scheduled residential staff are expected to report to work during emergency closings.
- G. Residential staff already at work must remain at work until they are relieved by another employee.

- H. Unscheduled residential staff should make every effort to report to work during emergency closings as required by supervisor.
- I. All non-exempt residential staff shall receive time and a half for designated hours worked during an emergency closing.
- J. Non-residential staff should not report to work when an emergency closing has been initiated unless directed to do so by your supervisor.
- K. The Program Director or designee of nonresidential programs that operate weekends, weeknights, and/or holidays will make the determination that the program will be closed and notify key personnel.

VI. PROCEDURES

Individual Responsible

Action

Executive Director

- 1. Makes determination that the agency will be closed and notifies key personnel.

Residential Employee

- 1. Reports to work as scheduled unless notified otherwise.
- 2. If employee cannot report to work, employee must contact supervisor or designee immediately.

Supervisor or Designee

- 1. Obtains relief employee if needed.

VII. REFERENCES

- A. Leave Policy

