

	<b>Effective Date:</b>	6-01-2015
	<b>Policy #:</b>	G-27
	<b>Supersedes:</b>	02-04-2014
<b>Subject:</b> Office Closure		<b>Page:</b> 1 of 4

**PURPOSE**

This policy provides for clarification and direction on any Department of Licensing and Regulatory Affairs (LARA) office closure. Office Services is the contact point for general emergency conditions related to the closing of state offices occupied by LARA workforce due to weather or other conditions that are of life threatening nature.

**DEFINITIONS**

**Facility/Work site** - Any office, building or work area used by Department of Licensing and Regulatory Affairs (LARA) employees. The definition does not include home work sites.

**Home Official Work Site** – Designation of an employee’s home address as their official work site in the HRMN system; these employees routinely begin and end their work day from their home and do not have an assigned office in a state owned or leased building.

**Emergency Conditions-** Conditions that may exist and could result in a possible hazard to an employee’s safety. This includes such things as severe weather, civil disturbances, bomb threats or loss of utilities. Bomb threats require immediate action, but normally do not require permanently closing offices.

**Authorization:** Closing of state facilities has been delegated to the Director of the Department of Technology, Management and Budget. This authorization is based on Administrative Circular No. 26, dated February, 1993 and State Administrative Guide, Procedure 0240.01.

**LARA** - Director of Office Services or designee is the department contact for office closing issues. The Office Services telephone number is **517-373-1860**. If the Director of Office Services cannot be contacted, Office Services staff will collect the required information and contact the next designee. The Director of Finance and Administrative Services is designated the second authorized contact and the LARA Emergency Management Coordinator is the third authorized contact.

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## **POLICY**

**Administrative Leave** - When a state owned or leased work site is closed by delegated authority, administrative leave may be granted to those employees directly affected by the closing. Employees on previously scheduled annual or sick leave are not eligible for administrative leave.

**Collocations/Leased Offices** – Where state offices collocate/lease space in non-state owned building, closure of the non-state office due to weather conditions does not excuse the need for state employees to report to, or remain at, work. If a hazardous condition exists, this policy and procedure must be followed to determine if there is any impact on state employees that work in the building.

**Redeployment of Staff** - Redeployment of staff may occur at the discretion of management in accordance with applicable collective bargaining agreement provisions.

**Employees With a Home Official Work Site** – Closure of state owned or leased buildings due to weather conditions does not entitle employees with a home official work site to administrative leave. When such closures occur, those employees with a home official work site are expected to complete necessary paperwork and/or reports or perform other work-related tasks at their home office. In situations of an unusual/exceptional nature, the decision of whether or not administrative leave will be approved for an employee assigned to a home office will be made by the Appointing Authority.

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## **PROCEDURES**

The following procedure describes the process for reporting building incidents or requesting for offices to be closed.

<b>Responsibility</b>	<b>Action</b>
Local Office Manager or Director	1. Determines that emergency situation exists and contacts Office Services at 517-373-1860 to request closure.
Office Services Director or Alternate	2. Prepares DTMB 2114 form for bureau. 3. Notifies Director's Office of request for closure.
LARA Director's Office	4. Approves or denies request for closure.
Office Services Director or Alternate	5. If Director's Office approves closure, 2114 form is submitted to DTMB facilities for review.
DTMB Facilities Management	6. Verifies information on Building Closure Request is complete. 7. DTMB approves or denies closure request and notifies Office Services Director or Alternate.

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Office Services Director or Alternate	<p>8. Office Services notifies LARA Director's Office, Program Manager, HR, Emergency Mgt. Coordinator, and FAS Director if request is approved or denied.</p> <p>9. If approved, obtains list of staff affected by closure from on-site manager for affected State owned or leased buildings. List should include employee names, scheduled work hours, and time released.</p> <p>10. Provides employee list to HR.</p>
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