

**ARTICLE 36  
COMPENSATION POLICY UNDER  
CONDITIONS  
OF GENERAL EMERGENCY**

**Section A. General Emergency.**

Conditions of general emergency include, but are not necessarily limited to, severe or unusual weather, civil disturbance, loss of utilities, physical plant failures, or similar occurrences. Such conditions may be widespread or limited to specific work locations.

**Section B. Administrative Determination.**

When conditions in an affected area or a specific location warrant, State facilities may be ordered closed or, if closure is not possible because of the necessity to continue services, a facility may be declared inaccessible. The decision to close a State facility or to declare it inaccessible shall be at the full discretion of the Governor or his/her designated representative. When a decision has been made to close or declare a building inaccessible, the Employer will promptly take steps to have the information communicated to affected employees.

**Section C. Compensation in Situation of Closure.**

When a State facility is closed by the Governor or his/her designated representative, affected employees shall be authorized administrative leave not to exceed the period of closure to cover their normally scheduled hours of work, unless such employees can be temporarily reassigned to another facility or are able to perform appropriate job responsibilities away from the facility. Individual employees of facilities ordered closed may be required to work to

## ARTICLE 36, Section C

perform essential services during the period of closure. When such is the case, these employees shall be compensated in the manner prescribed for employees who work under conditions of declared inaccessibility.

### **Section D. Compensation in Situation of Inaccessibility.**

If a State facility has not been closed but declared inaccessible in accordance with the Governor's policy, and an employee is unable to report for work due to such conditions, he/she shall be granted administrative leave to cover his/her normally scheduled hours of work during the period of declared inaccessibility.

An employee who works at a State facility during a declared period of inaccessibility shall be paid his/her regular salary and, if overtime work is required, in accordance with the overtime pay regulations. In addition, such employees shall be granted paid time off equal to the number of hours worked during the period of declared inaccessibility.

### **Section E. Additional Timekeeping Procedures.**

If a State facility has not been closed or declared inaccessible during severe weather or other emergency conditions, an employee unable to report to work because of these conditions shall be allowed to use annual leave or compensatory time credits. If sufficient credits are not available, in lieu of being placed on lost time, the employee may request to adjust his/her schedule. This request shall not be unreasonably denied.

When an employee is absent from a scheduled work period, a portion of which is covered by a declaration of closure or

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inaccessibility, annual leave or—compensatory time credits may be used to cover that portion of his/her absence not covered by administrative leave. If sufficient credits are not available, in lieu of being placed on lost time, the employee may request to adjust his/her schedule. This request shall not be unreasonably denied. Employees who are absent due to sick or annual leave usage or who have previously scheduled annual leave during the period of closure or inaccessibility shall not be entitled to administrative leave. If an employee is scheduled to return to work while the building remains closed or inaccessible the employee shall then be eligible for such administrative leave.

Employees who suffer lost time as the result of the application of this policy shall receive credit for a completed bi-weekly work period for all other purposes.