	Effective Date:	4-12-2021
	Policy #:	G-27
	Supersedes:	6-01-2015
Subject: Building Closure		Page: 1 of 9

PURPOSE

This policy provides guidance regarding the closure of Department of Technology, Management & Budget (DTMB)-managed or leased buildings occupied by Department of Licensing and Regulatory Affairs (LARA) employees. LARA's Office Services (OS) is the contact point for closing state offices due to severe weather or other emergencies.

DEFINITIONS

For purposes of this policy, the following definitions shall apply:

Appointing Authority: Department Director or designee (Deputy Director).

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


Building/Facility/Workplace or Worksite: An office or building owned or leased by the state where employees are assigned to perform work duties. This does not include home Official Workstations (OWSs).

Emergency Conditions or Situations: 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. Please see LARA's *Workplace Safety and Reporting Requirements Policy and Work Rule* (G-35) for information regarding emergency conditions or situations.

Employee: An individual working for LARA in a classified, unclassified, or contractual position.

Home OWS: Designation of an employee's home address as their official worksite. These employees routinely begin and end their workday from their home and do not have an assigned office in a building owned or leased by the state.

Severe Weather: Tornadoes, winter storms, earthquakes, etc.

	Effective Date:	4-12-2021
	Policy #:	G-27
	Supersedes:	6-01-2015
Subject: Building Closure		Page: 2 of 9

STATEMENT OF POLICY

ADMINISTRATIVE LEAVE – When a state-owned or leased worksite is closed by the Appointing Authority, administrative leave may be granted to those employees directly affected by the closure. Employees on previously scheduled annual or sick leave are not eligible for administrative leave.

CO-LOCATIONS/LEASED BUILDINGS – Where state offices co-locate/lease space in a non-state-owned building. Closure of the non-state building 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.


EMPLOYEES WITH A HOME OWS – Employees with a home OWS are not eligible for administrative leave if a DTMB-managed or leased building is closed due to weather conditions or other emergencies. When such closures occur, those employees with a home OWS are expected to complete their normal work-related tasks at their home office. In rare circumstances, the decision of whether administrative leave will be approved for an employee with a home OWS will be made by the Appointing Authority.

REDEPLOYMENT OF STAFF – Redeployment of staff may occur at the discretion of management and in accordance with applicable collective bargaining agreement provisions.

PROCEDURES

DTMB-managed building closures:

Following a severe weather event or emergency, DTMB will assess the damage to the building and the potential safety risks to employees. If closure is needed, DTMB will notify the employees in the building of the closure and contact LARA's OS Facilities Specialist. The OS Facilities Specialist will provide official notification of the closure to the OS Director, bureau director(s) of the affected employees, the Deputy Director overseeing the impacted bureau(s), LARA's Security & Emergency Management Coordinator (SEMC), and the Office of Human Resources (OHR).

	Effective Date:	4-12-2021
	Policy #:	G-27
	Supersedes:	6-01-2015
Subject: Building Closure		Page: 3 of 9


After receiving notification of the closure from the OS Facilities Specialist, the bureau director(s), or their designee, is to activate the bureau’s Business Continuity Plan (BCP). The bureau director, or their designee, is to send a list of the employees directly affected by the closure to LARA’s OHR at LARA-ohrinfo@michigan.gov and the OS Facilities Specialist at LARA-OfficeServices@michigan.gov. The list should include employee names, scheduled work hours, the time the employees were released, and the items needed for the new location (e.g., power outlets, phone lines, copiers, etc.), if applicable. OHR will provide guidance to employees on how to submit administrative leave once normal business operations have resumed. Employees with home OWS and those on previously scheduled annual or sick leave are not eligible for administrative leave.

If relocation is required, the OS Facilities Specialist will work with the bureau director(s) or their designee, OS’ Construction & Delivery Services Section, and DTMB to relocate the employees directly affected by the closure.

Leased building closures:

Following a severe weather event or other emergency, the bureau director(s) of the area involved, or their designee, is to report building issues and potential safety risks to employees to the OS Facilities Specialist at (517) 243-0145 or LARA-OfficeServices@michigan.gov. The OS Facilities Specialist will evaluate the damage and submit a DTMB-2114 form to the OS Director for approval. Once approved, the OS Facilities Specialist will submit the DTMB-2114 form to DTMB for approval. The OS Facilities Specialist will provide official notification of the closure to the bureau director(s) of the area involved, the Deputy Director overseeing the impacted bureau(s), LARA’s SEMC, and OHR once DTMB approves the DTMB-2114 form.

After receiving confirmation of the closure from the OS Facilities Specialist, the bureau director(s) of the area involved, or their designee, is to activate the bureau’s BCP and notify employees in the affected area of the closure. The bureau director, or their designee, is to send a list of the employees directly affected by the closure to LARA’s OHR at LARA-ohrinfo@michigan.gov and the OS Facilities Specialist at LARA-OfficeServices@michigan.gov. The list should include employee names, scheduled work hours, the time the employees were released, and the items needed for the new location (e.g., power outlets, phone lines, copiers, etc.), if applicable. OHR will provide guidance to employees on how to submit administrative leave once normal business operations have resumed. Employees

	Effective Date:	4-12-2021
	Policy #:	G-27
	Supersedes:	6-01-2015
Subject: Building Closure		Page: 4 of 9

with home OWS and those on previously scheduled annual or sick leave are not eligible for administrative leave.

The OS Facilities Specialist will work with the bureau director(s) or their designee, OS' Construction & Delivery Services Section, DTMB, and other landlords to relocate the employees directly affected by the closure.


State emergencies:

When a state emergency is declared by the Governor due to severe weather or an event that causes closure to a State of Michigan office, notification will be sent to affected employees using DTMB's notification system, the media, and postings to the State of Michigan's website. To ensure employees receive the notifications, it is each employee's responsibility to make sure their contact information in HRMN is up to date. Bureau management is responsible for notifying contractual employees when a state emergency has been declared.


To review and update your information in HRMN:

1. Go to michigan.gov/selfserv
2. Log into your self-service account
3. Choose "Employment" link, then choose "Work Phone & Email" (Update if necessary)
4. Choose "Personal Information" link (update if necessary)
 - Choose Home Address link, choose "Change my Home Address" to update Home & Supplemental phone
 - Choose "Emergency" link, click "Add" to update your emergency contacts
 - Choose "Additional Contacts" to add mobile and other contact numbers
5. At each step be sure to click the "Update" button and read response to ensure your new information was updated.


OHR will provide guidance to affected employees on how to submit administrative leave once normal business operations have resumed. Employees with home OWS and those on previously scheduled annual or sick leave are not eligible for administrative leave.

	Effective Date:	4-12-2021
	Policy #:	G-27
	Supersedes:	6-01-2015
Subject: Building Closure		Page: 5 of 9


DTMB-managed building closures	
Responsible Party	Action
DTMB	<ol style="list-style-type: none"> 1. Assesses the damage to the building and the potential safety risks to employees; 2. Determines closure of the building is needed; 3. Notifies the building employees & LARA's OS Facilities Specialist of the closure; and 4. Works with the OS Facilities Specialist to relocate employees.
OS Facilities Specialist	<ol style="list-style-type: none"> 1. Provides official notification of the closure to the OS Director, bureau director(s) of the affected employees, the Deputy Director overseeing the impacted bureau(s), LARA's SEMC, and OHR; and 2. If relocation is needed, works with the bureau director(s) or their designee, OS' Construction & Delivery Services Section, and DTMB to relocate the employees directly affected by the closure.

	Effective Date:	4-12-2021
	Policy #:	G-27
	Supersedes:	6-01-2015
Subject: Building Closure		Page: 6 of 9

Bureau Director(s) or their designee	<ol style="list-style-type: none"> 1. Activates the bureau’s BCP after receiving official notification of the closure from the OS Facilities Specialist; 2. Provides a list of the employees directly affected by the closure to LARA’s OHR at LARA-ohrinfo@michigan.gov and the OS Facilities Specialist at LARA-OfficeServices@michigan.gov; 3. Includes in the list employee names, scheduled work hours, the time the employees were released, and the items needed for the new location (e.g., power outlets, phone lines, copiers, etc.), if applicable; and 4. Works with the OS Facilities Specialist to relocate employees.
OHR	<ol style="list-style-type: none"> 1. Provides guidance to affected employees on how to submit administrative leave.


	Effective Date:	4-12-2021
	Policy #:	G-27
	Supersedes:	6-01-2015
Subject: Building Closure		Page: 7 of 9

Leased building closures	
Responsible Party	Action
Bureau Director(s) or their designee	<ol style="list-style-type: none"> 1. Determines if closure of the building is needed; 2. Notifies the OS Facilities Specialist at (517) 243-0145 or LARA-OfficeServices@michigan.gov; 3. Activates the bureau's BCP and notifies employees after receiving official notification of the closure from the OS Facilities Specialist; 4. Provides a list of the employees directly affected by the closure to LARA's OHR at LARA-ohrinfo@michigan.gov and the OS Facilities Specialist at LARA-OfficeServices@michigan.gov; 5. Includes in the list employee names, scheduled work hours, the time the employees were released, and the items needed for the new location (e.g., power outlets, phone lines, copiers, etc.), if applicable; and 6. Works with the OS Facilities Specialist to relocate employees.

	Effective Date:	4-12-2021
	Policy #:	G-27
	Supersedes:	6-01-2015
Subject: Building Closure		Page: 8 of 9

OS Facilities Specialist	<ol style="list-style-type: none"> 1. Evaluates the damage and if closure of the building is needed, submits a DTMB-2114 form to the OS Director for approval; 2. Submits the DTMB-2114 form to DTMB once it has been approved by the OS Director; 3. Provides official notification of the closure to bureau director(s) of the impacted employees, the Deputy Director overseeing the impacted bureau(s), LARA's SEMC, and OHR once the DTMB-2114 form is approved by DTMB; and 4. If relocation is needed, works with the bureau director(s), OS' Construction & Delivery Services Section, and DTMB to relocate the employees directly affected by the closure.
DTMB	<ol style="list-style-type: none"> 1. Reviews and approves the DTMB-2114 form; and 2. Works with the OS Facilities Specialist to relocate employees, if applicable.
OHR	<ol style="list-style-type: none"> 1. Provides guidance to affected employees on how to submit administrative leave.

State emergencies	
Responsible Party	Action
Governor	<ol style="list-style-type: none"> 1. Declares state emergency.
DTMB	<ol style="list-style-type: none"> 1. Uses notification system, media, and postings to the State of Michigan's website to notify affected employees.

	Effective Date:	4-12-2021
	Policy #:	G-27
	Supersedes:	6-01-2015
Subject: Building Closure		Page: 9 of 9

Employee	<ol style="list-style-type: none"> 1. Follows the steps above to make certain contact information in HRMN is up to date.
OHR	<ol style="list-style-type: none"> 1. Provides guidance to affected employees on how to submit administrative leave.