

# PEOPLE'S PLACE

## Emergency Closing Policy

Approved By: Board of Directors

Review/Revision Date: 10/01/09

### I. PURPOSE

The purpose of this policy is to protect the safety of agency employees and to ensure that residential 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 while continuing to provide residential 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

### V. STANDARDS

A. Non-residential staff should not report to work when an emergency closing has been initiated.

B. Scheduled residential staff must report to work during emergency closings.

C. Residential staff already at work must remain at work until they are relieved by another employee.

D. Unscheduled residential staff should make every effort to report to work during emergency closings as required by supervisor.

E. Full-time employees scheduled to work, but who are told not to report for work as a direct result of an emergency, will not be charged leave time.

F. Notification of closing will be made as soon as possible.

G. All non-exempt residential staff shall receive time and a half for hours worked during an emergency closing.

- H. 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.
- I. If a nonresidential full-time employee works on an emergency closing day, they may take another day off within 10 working days without being charged any leave time.
- J. The Executive Director or his/her designee shall make determination that the agency will be closed and notify key personnel and media.
- 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 and media.

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

**VIII. EXHIBITS**

- A. Media List

## **MEDIA LIST**

**EAGLE - FM - 97.7**

**WDSB - FM - 92.9**

**People's Place website:**

**<http://www.peoplesplace2.com/ClosingsDelays.htm>**