

## **PEOPLE'S PLACE II, INC.**

### **Emergency Closing Policy**

Approved By: Board of Directors

Review/Revision Date: 03/05/08

#### **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 – custodial-care personnel.

#### **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 with 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 has a requested and approved day off on a day that the agency is closed due to an emergency, will not be charged that 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**

**WBOC - TV - (wboc.com)**

**EAGLE - FM - 97.7**

**WMDT - TV - (wmdt.com)**

**WDSD - FM - 92.9**