Emergency Closing Policy

Effective January 27, 2021

From time to time, GLEAMNS Human Resources Commission, Inc. (GLEAMNS) as a whole, or any of its specific programs or departments, may temporarily suspend operations or release employees because of an emergency or other appropriate justification, as determined by GLEAMNS. Emergencies may include, but are not limited to, power failure, hazardous weather or road conditions, or unsafe work environment.

Authority to close GLEAMNS or release employees from work rests with the Chief Executive Officer, in consultation with the Chair of the GLEAMNS Board of Commissioners, where time permits.

A decision to close or to have an early release or late start will be announced on the GLEAMNS internal and external websites, and GLEAMNS Facebook page. Please be advised, a suspension of services for GLEAMNS customers does not automatically extend to the work of employees. Please follow the specific information released regarding the closing, early release, or late start.

In the absence of an announcement, it should be assumed that GLEAMNS is open and operating as usual. However, should an employee need clarification on the operating schedule, beyond any posted notice, please contact your immediate supervisor or a member of the Human Resources Department. During inclement weather, employees should use their best judgment when deciding to come to work. Should weather conditions prevent an employee from safely getting to work, the employee should timely contact their immediate supervisor if they decide not to come to work due to road or weather conditions.

Certain essential services, as determined by GLEAMNS, may be required to be maintained even during a closing, early release, or late start. Employees involved in these essential services will be notified by their immediate supervisor with scheduling details during the emergency closing, early release, or late start. Failure to report to work to provide essential services, as determined by GLEAMNS, may be grounds for disciplinary action up to and including termination.

Emergencies affecting GLEAMNS operations may vary throughout the GLEAMNS service area. Each location and/or program will be evaluated, and a decision made on the basis of the specific conditions and/or forecast relevant to each location and/or program.

It is the desire of GLEAMNS to pay employees regularly scheduled to work on a day of closing, early release, or late start, where emergencies outside the control of the employee and/or GLEAMNS, causes the closing. However, because the nature and effect of the emergency may vary, the pay determination to be followed may also vary. GLEAMNS reserves the right to determine whether to close, whether employees will be paid, and, if so, on what basis and for how many hours. Funding source rules and regulations will be a guiding reference for decision making.
on pay during closings. Pay for an emergency closing will not be considered for overtime purposes for nonexempt employees. Employees will never be entitled to emergency pay when GLEAMNS is open for operations and an employee decides not to report for personal or safety reasons. **Supervisors should not make any commitment to employees about closing pay until after the pay determination has been announced.**

An employee already scheduled to be absent for any reason, including vacation, sick leave, or any other authorized leave, with or without pay, will not be eligible for pay for time not worked for an emergency closing, early release, or late start.

In consultation between the Human Resources Department and the Program Director or Department Head, GLEAMNS will determine if employees are able to work remotely during an emergency closing, early release, or late start. Employees determined to be able to perform their job duties remotely will be permitted to do so with their immediate supervisor and/or Program Director’s approval. Employees must notify their immediate supervisor if conditions, specific to their remote location, prevent them from working remotely. Pay determinations will be made based on the circumstances, as detailed above. Nothing in this Policy guarantees an employee emergency pay for time not worked or otherwise impacts their at-will employment.

**NOTHING IN THIS POLICY CHANGES AN EMPLOYEE’S AT-WILL EMPLOYMENT RELATIONSHIP WITH GLEAMNS OR OTHERWISE GUARANTEES PAY AND/OR BENEFITS FOR ANY SPECIFIC DURATION WHILE GLEAMNS FACILITIES AND/OR PROGRAM OPERATIONS ARE CLOSED.**