



OREGON YOUTH AUTHORITY
Policy Statement



I-C-5.1 – Inclement Weather/Closure of Offices

Approved

Effective: December 10, 2004

Supersedes: I-C-5.0 (1/04)

Bob Jester, Director

Interpretation: Employee Services

REFERENCE

Department of Administrative Services, Human Resources Services Division, (DAS-HRSD) Transmittal <http://egov.oregon.gov/DAS/docs/closure-policy.pdf>
Applicable Collective Bargaining Agreements

POLICY

It is the OYA's duty to remain open to serve the public. Therefore, the OYA will curtail by closing operations only under extreme conditions which preclude or interfere with normal operations.

For a regional hazard, like extreme weather, a decision to curtail or close operations is made centrally either by the Department of Administrative Services (DAS) or by the Department of Human Services (DHS) local Service Delivery Area Manager. The decision then applies to all offices in the closure area. An OYA office cannot decide to close on its own because of a regional hazard. Proper authorization must occur.

- I. Reasons for curtailment or closure
 - A. The state may curtail agency operations or close for unexpected or unusual reasons such as the presence of hazardous material or chemicals, hazardous environmental conditions, inclement weather, or for other situations requiring assurance of health or safety of employees and/or the public. Hazardous environmental conditions are defined as internal or external environmental conditions having natural or man-made causes (e.g., flood, fire, earthquake).
 - B. Any decision to curtail operations or close due to hazardous environmental conditions or inclement weather will be based on information including, but not limited to, road conditions (as announced by

the Department of Transportation), weather forecasts, building conditions, the accessibility of egresses and parking areas, and discussions with local government officials regarding the status of their building conditions.

II. Designated officials to determine curtailments and closures

A. Designated officials will determine unplanned curtailment of state agency operations or closure of agency worksites (except for 24-hour facilities) due to the reasons identified in (1)(a) as follows:

1. Geographical area curtailment/closures

a) For Portland Metro, Salem Metro, Eugene Metro and Corvallis areas: the Director, Department of Administrative Services (DAS). The decision will be made in consultation with the appropriate agency representatives, such as the Portland State Office Building Manager and Public Health Officer, Department of Transportation (state or regional offices), and local government officials. The Director of DAS may make individual agency exceptions for individual buildings based upon a request of the agency head for the impacted site. Decisions will be communicated to employees and the media as indicated in this policy.

1) Portland Metro Area includes but is not limited to the following cities: Beaverton, Clackamas, Gresham, Hillsboro, Lake Oswego, Milwaukie, Oregon City, Portland, Tigard and Troutdale.

2) Salem Metro Area includes but is not limited to the following cities: Albany, Dallas, McMinnville, Monmouth/Independence, Sublimity, Salem/Keizer and Woodburn.

3) Eugene Metro Area includes but is not limited to the following cities: Cottage Grove, Eugene, Springfield and Sweet Home.

b) For all other geographical areas: the appropriate Service Delivery Area Manager for the Department of Human Services. The decision will be made in consultation with the field offices from the Employment and Transportation Departments. Decisions will be communicated to employees, other local state offices, the Director of DAS, and the media.

1) You can find that list of the DHS local Service Delivery Area Managers on the DHS web site at: <http://www.dhs.state.or.us/localoffices/sdamanagers.htm>

2. Agency Head Curtailment/Closures

- a) The Director of OYA may order an unplanned curtailment of OYA operations or closure of worksites and/or facilities, or reassign employees when hazardous environmental conditions that interfere with normal operations exist. If such a decision is made, the Director will provide notice to the Director of DAS, OYA staff, and the media if appropriate.

III. 24-hour facilities

- A. OYA facilities are 24-hour operations and require complete staffing at all times to ensure the safety and security of offenders and staff, as well as facilities. It is the responsibility of each facility staff to make arrangements for transportation to and from work in the event of hazardous road or weather conditions. Those staff who are uncertain of their status should contact their workplace for instructions about whether they need to report to work.
- B. Use of leave by a staff who is absent from a facility work assignment because of inclement weather will be governed by the DAS policy and/or applicable collective bargaining agreement.
- C. Staff who are excessively absent because of inclement weather are subject to disciplinary action or dismissal.
- D. Subject to operating requirements, staff may request accrued leave in advance of his/her shift.

IV. Procedures

- A. Notification of curtailed operations or closures
 1. Staff should rely on the media outlets listed in this policy for information about unplanned curtailment of agency operations or closure. DAS will also post such curtailments or closures on its home page: <http://www.oregon.gov/DAS/HR/index.shtml>.
 2. For a decision on closing offices during the day, DAS will notify the OYA Director's Office by telephone, fax, email, or other means.
 3. For a decision on closing offices before the workday starts, DAS will inform the major radio and TV stations of office closures in the Portland or Salem areas. DAS will attempt to make the media calls as soon after 5:00 a.m. as possible.

4. At a minimum, the following regional media outlets will be contacted when operations are curtailed or closed:

CORVALLIS

KLOO 106.3 FM /1340 AM

EUGENE

KUGN 590 AM

PORTLAND

KATU-TV

KGW-TV

KOIN-TV

KPTV

KEX 1190 AM

KINK 101.9 FM

KKSN 97.1 FM

KOPB 91.5 FM

KUPL 98.7 FM

KXL 750 AM

SALEM

KBZY 1490 AM

KYKN 1430 AM

BURNS

KZZR 1230 AM

KQHC 92.7 FM

ONTARIO

KSRV 1380 AM/96.1 FM

BEND

Z21-TV

KBND 1110 AM

KLRR 101.7 FM

5. Service Delivery Area Managers will establish local media outlets to contact in the event of agency curtailment of operations or closure.
 - a) The absence of closure information indicates that Portland and Salem offices will be open.
 - b) The calls made by DAS will be designed to comply with applicable provisions in the applicable labor contracts.

V. Leave-related considerations

- A. Leave-related considerations are outlined the DAS policy and/or applicable collective bargaining agreement.