

PROPOSED - MHLS EMERGENCY CLOSING OR EARLY RELEASE POLICY

Emergency Closing or Early Release

From time to time MHLS or a part of it may suspend operations or release employees because of an emergency such as power failure or hazardous weather conditions. Listed below are guidelines regarding emergency closings or early releases.

Closing Procedures

- Authority to close MHLS or release employees from work rests with the MHLS Executive Director or his/her designee(s).
- If a decision to close MHLS is made before the start of work in the morning, a telephone calling tree is used to inform all employees of a closing or late opening in a timely manner.
- If the decision to close is made after the start of work, MHLS staff will be notified by email.
- Closing MHLS does not automatically extend to the work of delivery services positions, ILS support services positions, Facilities services, and staff positions eligible for telecommuting. Employees holding these positions should confer with their supervisor regarding their work status during an emergency closing or early release. Supervisors should make clear beforehand, when possible, which staff are expected to work in the case of an emergency closing or early release, what their obligations are, and establish procedures to let them know whether they will be needed to work.

Staff Closing Pay During Emergency Closing or Early Release

- Since the nature and effect of the emergency may vary, the pay policy to be followed may also vary.
- Only employees regularly scheduled to work on a day of closing are eligible for closing pay.
- The hours of an emergency closing or early release are paid at regular rates of pay.

Computation of Pay for Time Worked During an Emergency Closing or Early Release by Employees holding delivery services positions, ILS support services positions, Facilities Services, and staff positions eligible for telecommuting:

- Part time staff paid on an hourly basis will get time and a half of their regular rate of pay for hours worked during an Emergency Closing or Early Release, added to their Closing Pay.
- For full-time non-exempt staff paid on a salary basis, hours worked are either compensatory time earned or paid at regular rate of pay up to 40 hours worked and time and half for hours worked over 40, added to their Closing Pay.
- For full-time exempt staff paid on a salary basis, hours worked are compensatory time earned.

Employees on Leave During an Emergency Closing or Early Release

- An employee absent due to illness (sick leave), personal leave or vacation leave will not be charged for their leave time.

Absence or Lateness – MHLS Not Closed

- Occasionally severe weather conditions cause an employee to decide not to report to work or to arrive late to work. Employees must follow the MHLS Absentees Policy.
- Employees are not paid for time they lose by not reporting or being late to work.
- Employees may request from their supervisor to use accrued paid leave time.

CSEA/MHLS Contract Language Acceptance – October 19, 2015

MHLS Planning and Personnel Committee – November 16, 2015

MHLS Board of Directors -