

POLICIES AND PROCEDURE MANUAL

Chapter:	General Management		
Title:	Office Closure Policy		
Policy: <input checked="" type="checkbox"/>	Review Cycle: Annual	Adopted Date: 07.05.2016	Related Policies:
Procedure: <input type="checkbox"/>	Author: Deputy Director	Review Date: 05.08.2018	
Version: 1.0		Revision Eff. Date:	
Page: 1 of 2			

DO NOT WRITE IN SHADED AREA ABOVE

Purpose

The purpose of this policy is to establish general guidelines for personnel in the event that operations may be reduced, suspended or closed due to natural disasters, weather conditions, facility damage or other emergency conditions that prevent normal operations.

Policy

The decision to reduce, suspend, or close all or part of Mid-State Health Network's (MSHN) office for reasons of natural disaster, weather, building conditions, disruptive actions or health risks will be made by the Chief Executive Officer (CEO); in the absence of the CEO, the Deputy Director, Chief Information Officer, or Chief Financial Officer will act as his/her designee.

In cases of complete or near complete closure or shutdown, company email and/or local news media will be used under normal circumstances for notification purposes.

- If Ingham County offices are closed due to weather emergency, then MSHN offices will close as well.
- When the county building in the county in which the employee is located is closed due to weather, the employee is excused from work as if MSHN were closed and time is accounted for accordingly (Administrative Leave).
- If MSHN is closed, no matter if the County Building where the employee lives is affected, the employee is excused and time is accounted for accordingly (Administrative Leave).
- If an employee opts not to travel, but the County Building where the employee lives is open and MSHN is open, time is charged to Paid Time Off (PTO).
- If only selective operations are involved, or if the situation develops after the beginning of the 8:00a.m. workday, each affected department will be notified. The lack of specific notification to the contrary should be interpreted to mean that normal operations are to be maintained.

It is recognized that certain conditions may cause problems for some employees in arriving to or leaving the office. In such circumstances, this policy should be observed as outlined. Specific cases and varying conditions or circumstances may require special action or decision by supervisors. However, some basic policy statements regarding suspension, reduction, or closure decisions are presented herein.

Notification of Type of Closure and Duration of Closure:

Begins at the time of the CEO's (or her/his designee's) announcement and ends when announced or at the start of the next day. All employee work schedules within the period of the closure, would qualify for the Administrative Leave pay designation. Closure will be announced via local news media, (if Ingham County Offices are closed) MSHN email, and group text.

Meetings, operations and events will be canceled and offices closed at the time of the official notification. Employees shall notify individuals of cancellations with whom they have appointments.

Staff and visitors will be advised as to any needed precautions prior to being dismissed or sent home.

Pay Status for Reduced/Suspended Operation of MSHN:

Prior to official closure/reduction/suspension of operations, employees unable to report for work may utilize PTO for any period prior to the official time of the announced closure/reduction/suspension of operations. Employees required to remain off work due to the prolonged closure of MSHN will be paid for said time and categorized as Administrative Leave.

Any employee who, prior to the announcement of closure, who has reported in as sick, scheduled to be on PTO, or decided to leave work early or did not come to work due to weather or other emergency related reasons will be paid as though there were no closure and therefore will be categorized as PTO. If the employee does not have a sufficient accrued PTO balance, then leave without pay will be processed.

Notification Procedures:

In the absence of notification to the contrary, all normal operations will continue as scheduled. If there is any doubt as to whether the MSHN will be in operation, employees should tune in to WILX TV 10 Lansing, check with their supervisor and check MSHN email notifications.

Applies to

- ☒ All Mid-State Health Network Staff
☐ Selected MSHN Staff, as follows:
☐ MSHN's Affiliates: ☐ Policy Only ☐ Policy and Procedure
☐ Other: Sub-contract Providers

Definitions:

Administrative Leave: Temporary leave from a job assignment, with pay and benefits intact

CEO: Chief Executive Officer

General Closure: All activities and events and meetings canceled and all offices closed

MSHN: Mid-State Health Network

PTO: Paid time off

Specific Closure: Specific activities and events canceled and offices closed as announced

Other Related Materials

N/A

References/Legal Authority

N/A

Change Log:

<u>Date of Change</u>	<u>Description of Change</u>	<u>Responsible Party</u>
04.2016	New Policy	Deputy Director
03.2017	Annual Review	Deputy Director
01.2018	Annual Review	Deputy Director