

<b>GEORGIA DEPARTMENT OF JUVENILE JUSTICE</b>	Transmittal # 18-20	Policy # 3.3
<b>Applicability:</b> {x} All DJJ Staff { } Administration { } Community Services { } Secure Facilities	<b>Related Standards &amp; References:</b> Rules of the State Personnel Board, 478-1-.16 (12) O.C.G.A. § 45-20-16 (a) Rules, Regulations, and Procedures Governing Working Hours, the Payment of Overtime and the Granting of Compensatory Time DJJ 3.30, 3.31, 3.33, 8.1, 8.40	
Chapter 3: PERSONNEL	Effective Date: 11/15/18 Scheduled Review Date: 11/15/19	
Subject: INCLEMENT WEATHER AND OTHER EMERGENCIES	Replaces: 11/15/17 Office of Human Resources	
<b>Attachments:</b>  None	APPROVED:  <hr/> Avery D. Niles, Commissioner	

## I. POLICY:

The Governor, the DJJ Commissioner, or the Commissioner's designee may authorize the closure of offices and programs during periods of inclement weather and other emergencies whenever it is deemed that the health or safety of youth, staff, or visitors would be placed at risk or where conditions or events prevent performance of regular operations. To the extent it is consistent with facility security, employees directly affected by a closure will be excused from duty for as long as necessary without loss of pay.

## II. DEFINITIONS:

**Available Paid Leave:** For the purposes of this policy, deferred holiday time, Fair Labor Standards Act (FLSA) compensatory time, State Compensatory time, annual leave, and personal leave.

**State Compensatory Time:** Time credit earned by exempt and non-exempt employees at a rate of 5 minutes for each uncompensated time worked over the established work period of the employee's assigned job

## III. PROVISIONS:

- A. Upon notification from the Office of the Governor or at his/her own discretion, the Commissioner or designee may authorize the closure of affected facilities, offices, and programs. The Commissioner will be notified through the chain of command of potentially inclement weather or another emergency situation.
- B. In non-secure work locations, the Commissioner or designee may authorize a specific location to be deemed closed in other emergency events that prevent performance of regular operations.

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- C. During business and non-business hours, facility/office/program managers will be notified of closure by the Commissioner’s designee via e-mail. Facility/office/program managers shall attempt to notify their employees of the authorized closure.
- D. If the decision to close work sites is made during non-business hours, staff will be notified by the following official media outlets:
  - 1. In the metropolitan Atlanta area, announcements will be forwarded to WSB (ABC) television (Channel 2), WSB 750 AM, and WSB 95.5 FM.
  - 2. In areas outside metropolitan Atlanta, the Commissioner’s designee will notify the respective Regional Administrator who will ensure that affected employees are notified.
- E. When an official Department closure prevents a full-time employee from reporting to work, the absence is to be with pay and will not be charged to available accrued leave or compensatory time. .
  - 1. The number of hours the employee was scheduled to work during the period of closure will be indicated on the employee’s time sheet or in Kronos, as applicable.
  - 2. Hourly employees who did not work as a result of the closure will not be paid for hours not worked; however, these employees may be permitted to make up these hours when a compelling business need exists. The additional time. should not exceed the standard work schedule, and must be worked within the same pay period.
- F. Employees’ Compensation:
  - 1. Employees who are not scheduled to work during the emergency closure will not be compensated in any manner for periods of office closure.
  - 2. Employees who were previously authorized for paid leave time during the emergency closure will not have their leave time reinstated.
  - 3. Employees who were previously authorized for unpaid leave time will not receive compensation in any manner for periods of office closure.
  - 4. Employees who are scheduled to telework on the day of a declared closure are expected to telework as scheduled. If the conditions necessitating the declared closure prevent an employee from teleworking, the employee may make a request to his/her supervisor to have the absence considered to be with pay.

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5. If appropriate, the employee’s supervisor may authorize an employee who is leaving work due to local closure to telework instead of taking available leave.
- G. Employees may be required to work additional time past their scheduled work period due to inclement weather or emergency closure.
1. Employees who are FLSA non-exempt will be compensated by FLSA compensatory time or overtime pay, in accordance with DJJ 3.31, Fair Labor Standards Act.
  2. Employees who are FLSA exempt will not receive FLSA compensatory time or overtime pay. Instead, they will be compensated in accordance with DJJ 3.33, State Compensatory Time.
- H. Secure facilities must maintain adequate staffing levels, including during emergency situations, in accordance with DJJ 8.40, Emergency Management.
1. For the purposes of emergency closures of a secure facility:
    - a) All POST-certified staff are “essential.”
    - b) The facility Director will identify all other employees as “essential” or “non-essential” for the purposes of emergency closures of the facility.
  2. Essential employees who do not report for or remain at work as scheduled or instructed during an emergency closure may be placed on unauthorized leave without pay and/or subject to disciplinary action.
  3. Essential employees who are FLSA non-exempt and required to work beyond the scheduled work hours will receive additional compensation only if the total number of hours worked in the work period exceeds the maximum number of hours established for that work period. In these instances, the employee will receive FLSA compensatory time.
  4. Facility Directors will minimize staff working significant additional hours, if possible, through the use of work schedule adjustments and leave adjustments (see DJJ 3.30, Work Hours).
- I. Non-essential employees’ work schedules will be treated as outlined in Sections A through H.
- J. In the absence of official notification of delayed opening or office/program closure, employees are expected to report to work as usual or contact their immediate supervisor to request leave.

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**IV. LOCAL OPERATING PROCEDURES REQUIRED: YES**

- Identify essential and non-essential employees