



HURON BEHAVIORAL HEALTH OPERATIONAL POLICY

Policy #: **HR.1.07**
Issue Date: 06/28/12
Rev. Date: 02/20/19
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Title: Building and/or Program Closure Policy

Prepared By: Executive Director

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Purpose:

To define the organization's policy on the closing of programs and/or buildings when it becomes necessary.

Scope:

This policy applies to all employees (including full-time and part-time) and contractual administrative providers of Huron Behavioral Health (HBH) at the Main Office building and the Community Links (CL) building.

Information:

The Executive Director is responsible for determining building and/or program closures.

Building closures will be announced through the Agency Mass Text system ([see also "Emergency Mass Text Procedure" SE.2.22](#)), and will also be announced on WLEW Radio (102.1 FM) and on WNEM TV (Channel 5).

Policy:

A. Inclement Weather:

1. In the event of inclement weather, HBH will close operations and buildings when the Chairman of the Huron County Board of Commissioners closes the Huron County Building or when the police agencies order people to stay off of the roads.
2. If the operations are closed due to unsafe weather and unsafe travel conditions as described in #1 above, staff is not to report to the agency/building until HBH has reopened for business.
3. Once HBH has closed operations and the announcement has gone out to staff, the Supervisors and Managers are responsible for providing any additional instruction to their staff and making sure contractual staff, such as tele-psychiatry doctors, have been informed of the closure.
4. If the HBH operations are closed due to weather, staff will be instructed/authorized to use "weather" code on their timesheets to report the time related to the weather closure (*note: timesheets and "weather" time apply to full-time and part-time staff only and does not apply to contractual administrative providers*).
5. Staff may only report weather time if instructed by the Executive Director. At no other time may this code be used.
6. If the agency is closed for a partial day, staff will report a combination of hours actually worked and "weather" time up to a total of eight (8) hours. Overtime or flex time will only be allowable if the staff person has physically worked over forty (40) hours over and above any authorized "weather" time.

B. Power/Utility-Related Closures:

1. In the event of problems with utilities (power outages or lack of water), the Executive Director (or designee) will determine when a building(s) and/or program(s) need to be closed.
2. When a building or program is closed, employees will need to report to their supervisor or program director. Employees may be reassigned to another location or program to continue their work or the employee may be required to leave.
3. If a program closure occurs and staff is not reassigned to another location/building to work, staff will be required to use his/her "accrued time" for compensation during the time of building closure.
4. Employees with no available "accrued time" will receive "unpaid" time but will not be responsible for any insurance costs during the designated closed time (see also "[Employee Handbook](#)" PPM.00).
5. The Executive Director has the authority to make a one-time exception (with no precedent set) to the above guidelines after consideration of the present weather and/or building conditions.

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Definitions/Acronyms:

CL – Community Links
 HBH – Huron Behavioral Health

Forms:

N/A

Records:

N/A

Reference(s) and/or Legal Authority

[PPM.00 Employee Handbook](#)
[SE.2.22 Emergency Mass Text Procedure](#)

Change History:

Change Letter	Date of Change(s)	Changes
None	06/28/12	New policy – this organizational policy was converted from Personnel Policy PPM.1.24 with same title to more appropriately reflect placement in the agency's Controlled Documentation system. Very minor grammatical and formatting changes were made – no content changes were made at this time.
A	05/05/15	Reviewed by HR Manager – in "Scope" section changed "NVD" & "SVD" to "Main Office" and "CL building", in "Acronym" section added "CL" & "RCS", corrected hyperlinks, no other content changes made.
B	02/02/16	Removed all references to residential homes, residential care staff, and residential homes policies and procedures.
C	08/02/17	Made several minor wording/grammatical changes/corrections throughout document without changing sentence content.
D	03/14/18	In #2 changed "will" to "may", in #3 added "to another location/building to work", added #5.
E	02/20/19	In "Scope" section changed (contractual providers" to "contractual administrative providers", in "Information section added both points, in "Policy" section added sub-section "A", in section B.1 added "In the event of problems with utilities (power outages or lack of water)"