



OREGON YOUTH AUTHORITY

Policy Statement

Part I – Administrative Services



Subject

Inclement Weather/Closure of Offices

Section – Policy Number:

C: Property Management - 5.0

Supersedes:

I-C-5.0 (01/04)

Effective Date:

12/2004

Date of Last Revision:

02/10/2009

Related Standards and References:

- Department of Administrative Services, Human Resource Service Division (DAS-HRSD); policy [60.015.01](#) Temporary Interruption of Employment
- Collective Bargaining Agreements: [AFSCME Local 191](#); [SEIU](#)
- [Department of Transportation](#)

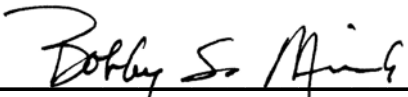
Related Procedures:

- None

Interpretation:

Human Resources Section

Approved:


 Bobby S. Mink, Interim Director

I. PURPOSE:

This policy provides OYA staff information regarding OYA facility, field office, or central office closures due to inclement weather conditions.

II. POLICY DEFINITIONS:

None.

III. POLICY:

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

For a regional hazard, like extreme weather, a decision to limit 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.

IV. GENERAL STANDARDS:

- A. The OYA will follow Department of Administrative Services, Human Resource Service Division (DAS-HRSD), policy 60.015.01 (Temporary Interruption of Employment) and applicable collective bargaining agreements regarding curtailment of state services due to inclement weather.
- B. Twenty-four-hour facilities
 - 1. 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. Staff who are uncertain of their status should contact their workplace for instructions about whether they need to report to work.
 - 2. Use of leave by a staff who is absent from a facility work assignment because of inclement weather will be governed by the DAS-HRSD policy and applicable collective bargaining agreements.
 - 3. Staff who are excessively absent because of inclement weather are subject to disciplinary action or dismissal.
 - 4. Subject to operating requirements, staff may request accrued leave in advance of his/her shift.

V. LOCAL OPERATING PROCEDURE or PROTOCOL REQUIRED: NO