



**DEPARTMENT OF CORRECTIONS
Human Resources**



Title:	Temporary Interruption of Employment	DOC Policy: 20.8.8
Supersedes:	N/A	
Applicability:	Management service and executive service employees, unclassified and classified unrepresented employees, temporary employees	
Directives Cross-Reference:	State Policy 60.015.01	

I. PURPOSE

To describe how curtailment of operations will be administered and the circumstances that warrant curtailment of operations.

II. DEFINITIONS

A. Hazardous Environment Conditions: Internal or external environment conditions having natural or man-made causes (for example, flood, fire, earthquake, inclement weather).

III. POLICY

The department shall ensure services are provided to the citizens of Oregon and are curtailed by closing operations only under extreme conditions which preclude or interfere with normal agency operations.

A. The state may close or curtail agency operations for reasons of lack of work; budget deficit; legitimate business reasons; or other unexpected, unusual reasons.

B. The following officials shall determine unplanned curtailment of state agency operations or closure of agency offices in geographical areas, except when

1. Portland and Salem areas: Director, Department of Administrative Services
2. Other geographical metropolitan areas: Local AFS District Manager.

C. When a designated official orders an unplanned curtailment of agency operations or closure, the decision shall be consistent for all state agencies or offices within the area. The official shall

1. Notify each agency head or local area manager if during normal business hours; or
2. Notify appropriate media outlets if the curtailment of closure decision is made before the start of the work day.

- D. The Director may order an unplanned curtailment of the department's operations or closure of offices and/or institutions, or reassign employees when hazardous environmental conditions that interfere with normal operations exist. If such a decision is made, the Director shall provide notice to the Director of Administrative Services and to department employees.
- E. The department shall develop internal procedures for notifying employees or unplanned curtailment of operations or closures.
- F. An employee who has reported to work and is directed to leave shall be paid for the remainder of the day.
- G. An FLSA-exempt employee shall not be required to use appropriate accrued paid leave or leave without pay for absences when the state or the department closes or curtails operations.
- H. An FLSA non-exempt employee shall be required to use appropriate accrued paid leave or leave without pay for absences when the state or the department closes or curtails operations.
- I. An employee, FLSA-exempt or non-exempt, who chooses not to report to work or leaves work early prior to the end of the shift due to inclement weather conditions, shall use appropriate accrued leave with pay or leave without pay for those absences.

IV. POLICY CLARIFICATION

- A. A temporary interruption of employment caused by curtailment of department operations or closure is not considered a layoff when the interruption does not exceed 15 calendar days and all employees are returned to work.
- B. Requiring FLSA-exempt employees to use accrued paid leave or leave without pay for state or agency-generated closures or operation curtailments for periods of less than one work week may compromise their FLSA-exempt status.

V. IMPLEMENTATION

This policy will be adopted immediately without further modification.