

## CONNECTICUT VALLEY HOSPITAL OPERATIONAL PROCEDURE MANUAL

<b>SECTION II:</b>	ORGANIZATION FOCUSED FUNCTIONS
<b>CHAPTER 8:</b>	Management of Human Resources
<b>PROCEDURE 8.45:</b>	<b>Early Closing and Late Opening Extreme Weather Conditions</b>
<b>REVISED:</b>	03/07; 12/13/10; 04/13; 07/25/16; Reviewed 06/18
<b>Governing Body Approval:</b>	01/13/01; 05/09/13; 07/28/16; 07/02/18( <i>electronic vote</i> )

**PURPOSE:** To provide guidelines for the release of Department of Mental Health and Addiction Services (DMHAS) – Connecticut Valley Hospital (CVH) employees in the event of extreme adverse weather conditions or other emergency conditions, such as extreme heat or inoperable heating facilities.

**SCOPE:** All CVH staff

### **PROCEDURE:**

#### **A. Statewide Early Closings and Late Openings/Extreme Adverse Weather**

1. Early closings and late openings for all emergency conditions, including extreme adverse weather, shall be directed by the Governor via the Department of Emergency Management and Homeland Security (DEMHS), and through the DMHAS Office of the Commissioner. Delayed openings and early releases will also be posted on the DEMHS website [www.ct.gov/demhs](http://www.ct.gov/demhs). If an early closing or late opening has not been officially designated, as specified in this procedure, any time off must be charged to appropriate earned leave. Ride-sharing arrangements do not exempt employees from compliance with this procedure.
2. In general, no early release of DMHAS employees owing to snow storms or weather conditions shall be granted. In cases where such a release is granted, the DMHAS Agency Human Resources Administrator, or designee, shall immediately contact CVH's Facility Director of Human Resources, or designee, to provide notification of the release.
3. Upon receiving a directive for early release, the CVH Facility Director of Human Resources will notify CEO's office. The CEO's office will notify the Division/Department Directors of the details of the release.
4. In these circumstances, where staffing permits, *nonessential* employees shall be released in accordance with the Department of Administrative Services (DAS) instructions and collective bargaining agreements. The time shall be charged to "LWGOV" on the employees' time sheets. There shall be no compensatory time for employees who cannot report to work. Compensatory time for individuals who cannot be released is granted in accordance with specific collective bargaining agreements and directions from the Office of Labor Relations (OLR) and/or DAS.

## B. Local Emergencies

1. All employees are necessary to the efficient and effective operation of the DMHAS and are expected to report to work as scheduled or report their absences in accordance with the DMHAS General Work Rules and CVH call-in procedures.
2. Occasionally, local extreme adverse weather conditions may make it very difficult for some employees to report to work on time or, in some instances, to get to work at all. Extreme adverse weather conditions may exist in one region and not in another region of the state. Such local extreme adverse weather conditions may make it desirable to leave work early.
3. In those rare instances when the CVH Chief Executive Officer (CEO) or designee determines local emergency conditions exist, such as weather extremes (ice and snow) or the loss of heating facilities resulting in severe cold in a particular building, she/he shall discuss the problem and possible alternatives with the Agency Human Resources Administrator or designee. This individual will in turn discuss the problem with the Commissioner of DMHAS and if necessary or required, the DEMHS, prior to any decision to approve early closing, late opening or shutdown at CVH. Should such a decision be made, where staffing permits, non-essential employees who are immediately affected by the adverse condition will be granted time off and only when no reasonable alternative exists. There shall be no compensatory time for employees who can not report to work. Compensatory time for individuals who cannot be released is granted in accordance with specific collective bargaining agreements and directions from the OLR and/or DAS.

## C. Local Emergency Outside of Normal Business Hours

In the event that an emergency condition occurs outside of normal business hours, the CVH CEO or designee contacts the Commissioner with an explanation of the emergency condition and seeks authorization from the Commissioner to direct an early closing or late opening. She/he must provide, as soon as possible, written documentation stating the reasons for the request to the Commissioner of DMHAS and/or the Agency Human Resources Administrator.

## D. Local Adverse Weather Conditions

1. Lateness - Employees scheduled to report to work who arrive late may be allowed to charge late time to earned leave balances, excluding sick leave, except as otherwise provided in individual collective bargaining agreements. Employees may be required to provide appropriate documentation, consistent with individual collective bargaining agreements.
2. Full Absences – Employees scheduled to work who do not report to work at all, but who indicate their absence is due to extreme adverse weather conditions, may be allowed to charge the absence to accumulated leave, other than sick leave provided:
  - a. they have followed the facility call-in procedure; and
  - b. the employee provides acceptable documentation to his/her supervisor upon the employee's return, consistent with the respective collective bargaining agreement.

3. Partial Absences – Absent an officially authorized early closing, where staffing permits, nonessential employees who are at work and wish to leave early may request authorization to do so from their supervisor. If approval is received, the employee shall charge time not worked to earned time, excluding sick leave, or to leave without pay (when allowed under the employee's collective bargaining agreement and State statute). This includes requests to leave early because of ride sharing considerations.

Questions regarding interpretation of this procedure may be referred to the Facility Director of Human Resources.

*References: DMHAS Commissioner's Policy Statement No. 6 and DMHAS Procedure AC-230, D-22.*