
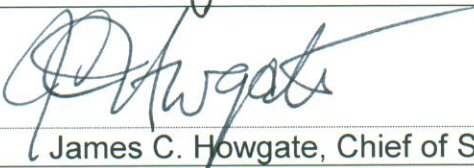




**GEORGIA DEPARTMENT OF PUBLIC HEALTH
POLICY # HR-03007
ADMINISTRATIVE CLOSING OF OFFICES POLICY**

Approval:	 Kate Pfirman, Chief Financial Officer	6/10/14
		Date
	 James C. Howgate, Chief of Staff	9/14/14
		Date

1.0 PURPOSE

The purpose of this policy is to establish when specific offices will be closed due to administrative situations and emergencies as deemed necessary by the Division Director or District Health Director.

- 1.1 **AUTHORITY** – The Georgia Department of Public Health (DPH) Administrative Closing of Offices Policy is published under the authority of DPH.
- 1.2 The Commissioner has delegated the authority to Division Directors or District Health Directors for specific offices due to administrative situations and emergencies.

2.0 SCOPE

This policy applies to all employees of the Department of Public Health.

3.0 POLICY

Department of Public Health (DPH) organizational units may be closed due to administrative situations and emergencies. Whenever it is determined that the health or safety of citizens, clients, or employees would be placed at risk or that conditions or events prevent performance of regular operations, services or responsibilities assigned to a state agency, closure of an agency or a subsection thereof may be deemed necessary. The Governor shall make decisions regarding the conditions affecting the closure of all agencies statewide or within a geographic region.

4.0 DEFINITIONS

- 4.1 **DPH** – Georgia Department of Public Health
- 4.2 **HR** – DPH Division of Finance, Human Resources Section
- 4.3 **FLSA** – Fair Labor Standards Act

Department of Public Health POLICY AND PROCEDURES	Policy No.	HR-03007		
	Effective Date:	02/20/12	Revision #:	2
Administrative Closing of Offices Policy	Page No.	2 of 3		

5.0 RESPONSIBILITIES

- 5.1 It is the responsibility of the Division Director or District Health Director to notify the Commissioner of any closures.
- 5.2 It is the responsibility of the supervisors and managers to ensure employees are notified of closures due to administrative situations and emergencies.
- 5.3 It is the responsibility of the supervisors and managers to notify employees of the need to report to an alternative work location.

6.0 PROCEDURES

6.1 EMPLOYEES AFFECTED

- 6.1.1 Employees who are absent from work because they are directly affected by a closure, delay in reporting or early release from work due to administrative situations and emergencies will not be charged leave or leave without pay.
- 6.1.2 Hourly employees are not compensated for time not worked even when offices are closed.
- 6.1.3 FLSA non-exempt employees who are required to work additional time because of the closing of a DPH organizational unit will be compensated in accordance with DPH Personnel Policy #HR03401 - Fair Labor Standards Act.

6.2 EMPLOYEES NOT AFFECTED

- 6.2.1 Employees who are not scheduled to work during the time that their organizational unit has been closed due to administrative situations and emergencies are not affected by the closure. e.g., an employee scheduled for eight (8) hours of annual leave for a day on which their DPH organizational unit delayed opening for two (2) hours due to inclement weather is still charged eight (8) hours of annual leave.
- 6.2.2 Employees, whose DPH organizational unit is not directly affected by administrative situations or emergencies that result in the closing of another DPH organizational unit, are not entitled to time off from work or compensation that is authorized for employees who are directly affected.

6.3 DPH ORGANIZATIONAL UNIT NOT CLOSED

If it is determined that administrative situations or emergencies did not warrant the closing of a DPH organizational unit and employees did not report for work as scheduled, the following options are available:

Department of Public Health POLICY AND PROCEDURES	Policy No.	HR-03007		
	Effective Date:	02/20/12	Revision #:	2
Administrative Closing of Offices Policy	Page No.	3 of 3		

- 6.3.1 Employees may be allowed to make up the time absent from work provided that the time made up is during the same FLSA work period as the absence;
- 6.3.2 Employees may be permitted to charge the absence to accrued annual leave, personal leave or compensatory time;
- 6.3.3 Employees may be allowed to telework, if they have completed all the requirements and qualify as a teleworker; or
- 6.3.4 Employees may be placed on authorized or unauthorized leave without pay, if the above options are not available.

7.0 REVISION HISTORY

REVISION #	REVISION DATE	REVISION COMMENTS
0	February 20, 2012	Initial Issue
1	July 23, 2012	Annual review and update. Reformat to new template
2	April 23, 2014	Changes in wording to clarify policy – changes to: 1.0, 1.2, 3.0, 5.1, 5.2, 5.3, 6.1.1, 6.1.2, 6.2.1, 6.2.2, 6.3, and 6.3.3

8.0 RELATED FORMS

None