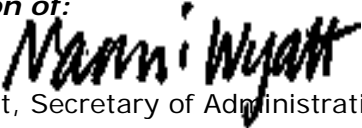


# MANAGEMENT DIRECTIVE

## Commonwealth of Pennsylvania Governor's Office

<b>Subject:</b> Partial and Full-Day Closings of State Offices	<b>Number:</b> 530.17 Amended
<b>Date:</b> May 25, 2010	<b>By Direction of:</b>  Naomi Wyatt, Secretary of Administration
<b>Contact Agency:</b> PA Office of Administration, Office of Human Resources Management, Bureau of Employee Benefits and Services, Telephone 717-787-9872	

**Pursuant to *Management Directive 505.7, Personnel Rules*, partial and full-day closings of state offices will be declared only as shown herein. This amendment has no policy changes, but was prepared to clarify policy, update terminology and procedures, and add responsibilities. Marginal dots are excluded due to major changes.**

- 1. PURPOSE.** To announce policy and the procedures to be followed whenever state offices are closed for either a partial or full-day. Partial or full-day closings of state offices may be authorized because of hazardous road conditions, emergency circumstances, or other reasons.
- 2. SCOPE.** This directive applies to all departments, boards, commissions, and councils (hereinafter referred to as "agencies") under the Governor's jurisdiction.
- 3. OBJECTIVE.** To ensure state office closings are administered consistently and in accordance with established absence policy requirements.
- 4. DEFINITIONS.** The following definitions pertain to this directive. For purposes other than this directive, these words and terms may have different meanings.
  - a. Capitol Complex.** Buildings located between Seventh and Front Streets and Chestnut and Reily Streets in Harrisburg.
  - b. Employees.** All permanent and non-permanent employees of the commonwealth, except those non-permanent employees who, due to the conditions of their employment, are not eligible to earn absence quota or leave service credit. (Reference *Management Directive 530.27, Leave Related Policies for Employees Excluded From Earning Leave and Leave Service Credit.*)

- c. **Essential Employees.** Employees who are designated as required to work when an office closing is authorized, usually in operations that must provide services around the clock. The designation of essential can depend upon the employees' duties, as well as the circumstances for the closing.
- d. **Harrisburg Area.** Offices having a Harrisburg mailing address.
- e. **Non-essential Employees.** Employees who are not required to work when an office closing is authorized. Occasionally, non-essential employees may be required to work if skeleton crews must be maintained or if specific work must be performed to meet deadlines.
- f. **Offices.** Any administrative office or other facility at which commonwealth employees are employed. Offices and facilities which require uninterrupted services, such as hospitals and correctional sites, are subject to the provisions of this directive.
- g. **Philadelphia Office Buildings.** Offices located in buildings at 801 Market Street and 801 Arch Street, Philadelphia which include employees of several different agencies.
- h. **Pittsburgh Office Buildings.** Offices located in buildings at 11 Stanwix Street, 301 Fifth Avenue, and 411 Seventh Avenue, Pittsburgh, which include employees of several different agencies.

## 5. POLICY.

### a. General.

- (1) The Secretary of Administration is responsible for authorizing office closings of any duration for the Harrisburg area, Philadelphia and Pittsburgh office buildings, and the Scranton and Reading State Office Buildings because of hazardous road conditions, emergency circumstances, or other conditions.
- (2) Heads of field offices outside of the Harrisburg area, Philadelphia and Pittsburgh office buildings, and the Scranton and Reading State Office Buildings may be authorized by their agencies to close such offices in case of hazardous road conditions, emergency circumstances, and other conditions as prescribed in *Management Directive 505.7, Personnel Rules*.
- (3) Partial and full-day closings within the scope of this directive are not holidays.
- (4) Consistent with operational requirements, agencies should be as flexible as possible in allowing employees to use annual, personal, or unpaid absence when hazardous road conditions, emergency circumstances, or other conditions exist.

**b. Partial-Day Closings.**

- (1) When a partial-day closing is authorized, employees who are in non-essential operations will be authorized to be absent from work. Such employees will be compensated at their regular rate of pay for the hours of their work shift they do not work. The hours for which such employees are paid but do not work because of a partial-day closing will not be counted as hours worked for overtime purposes.
- (2) Employees who are required to work when a partial-day closing has been authorized will be compensated at their regular rate of pay. They will not be given time off at a later date for hours worked during the period of closing. If employees who are required to work do not remain at their place of work when a partial-day closing has been authorized, they shall not be paid for the hours they would normally have worked during such period unless there is a valid and compelling reason for their absence. The hours which employees work during the period of closing will be counted as hours worked for overtime purposes.
- (3) Employees on an approved absence when a partial-day closing is authorized will be charged with the period of such absence. The hours on paid absence will be counted as hours worked for overtime purposes in accordance with overtime policies. When a partial-day closing is announced prior to the actual day of closing, employees may cancel approved requests for absence if done so before the end of their full scheduled workday or work shift immediately preceding the partial-day closing.

  - (a) For delayed starts, if employees arrive after their adjusted starting time, they will be charged with paid or unpaid absence from their adjusted starting time to the time of arrival at work.
  - (b) For early dismissals, if employees depart prior to their adjusted dismissal time, they will be charged with paid or unpaid absence from the time they left through the end of their normal shift. If employees are not at work when an early dismissal is authorized, they will be charged with paid or unpaid absence for the hours of their normal work shift which they do not work.
- (4) Employees not scheduled to work when a partial-day closing is authorized shall have that day charged as a scheduled day off and shall not be given time off at a later date or additional pay.
- (5) Employees working on an alternate work schedule when a partial-day closing of their offices is authorized shall not be required to use paid or unpaid absence or to work additional hours to fulfill the hours required by the alternate work schedule.

  - (a) The delayed start for an employee working on an alternate work schedule is based on the employee's alternate work schedule starting time.

- (b) The early dismissal quitting time for an employee working on an alternate work schedule is based on the employee's alternate work schedule ending time.

**c. Full-Day Closings.**

- (1) When a full-day closing is authorized, employees who are in non-essential operations will be authorized to be absent from work. Such employees will be compensated at their regular rate of pay. The hours for which such employees are paid but do not work because of an authorized full-day closing will not be counted as hours worked for overtime purposes.
- (2) Employees who are required to work when a full-day closing has been authorized shall be compensated at their regular rate of pay. They will not be given time off at a later date for hours worked during such a period. If employees who are required to work do not report to work when a full-day closing has been authorized, they shall not be paid for the hours they would normally have worked during such period unless there is a valid and compelling reason for their absence. The hours which employees work during the period of a full-day closing will be counted as hours worked for overtime purposes.
- (3) Employees on an approved absence when a full-day closing is authorized shall be charged with the period of such absence. The hours of employees on paid absence will be counted as hours worked for overtime purposes in accordance with overtime policies. When a full-day closing is announced prior to the actual day of closing, employees may cancel approved requests for absence if done so before the end of their full scheduled workday or work shift immediately preceding the full-day closing.
- (4) Employees not scheduled to work when a full-day closing is authorized shall have that day charged as a scheduled day off and shall not be given time off at a later date or additional pay.
- (5) Employees working on an alternate work schedule when a full-day closing of their offices is authorized shall not be required to use paid or unpaid absence or to work additional hours to fulfill the hours required by the alternate work schedule.

**d. Consecutive Full-Day Closings.** When offices are closed for two or more full workdays consecutively, the provisions outlined under paragraphs 5.c.(1), (2), (3), and (5) will apply, except that employees may be charged with paid annual, personal, or sick, or unpaid absence, as appropriate, on their second and ensuing days of absence. The Secretary of Administration will have sole discretion on whether to charge paid leave on the second and ensuing days based upon the circumstances, the reason for the consecutive day closing, the number of employees affected by the closing or other similar factors.

## **6. RESPONSIBILITIES.**

- a.** The Secretary of Administration is responsible for authorizing partial and full-day office closings in the Harrisburg area, Philadelphia and Pittsburgh office buildings, and in the Scranton and Reading State Office Buildings.
  - (1)** The Office of Administration, Deputy Secretary for Human Resources Management is responsible for ensuring partial and full-day closing authorizations are communicated to agencies.
  - (2)** The Governor's Press Office is responsible for communicating partial and full-day closings to the media.
  - (3)** The Department of General Services, Deputy Secretary for Property and Asset Management is responsible for communicating partial and full-day closings to Building Administrators for the Philadelphia and Pittsburgh office buildings, and in the Scranton and Reading State Office buildings, the Capitol Police Communications Office, and Capital Area Transit.
  - (4)** Building Administrators are responsible for notifying each agency in the buildings in 6.a.(3) of any closing.
- b.** The Office of Administration, Office of Human Resources Management, Bureau of Employee Benefits and Services is responsible for ensuring the consistent administration of the policy.
- c.** Agencies are responsible for:
  - (1)** Developing policies and procedures to accomplish partial or full-day closings for offices located: outside of the Harrisburg area; Philadelphia and Pittsburgh office buildings; and the Scranton and Reading State Office Buildings; and for authorizing closings of these offices when necessary.
  - (2)** Notifying employees of their essential/non-essential designations, as well as implementing policies and procedures for announcing closings to non-essential employees when a closing is authorized.
  - (3)** Designating office closing contacts.
  - (4)** Maintaining a list of facilities where critical operations are performed on a 24-hour basis.
  - (5)** Communicating office closings outside of the buildings and areas identified in 6.a. above to the Office of Administration, Deputy Secretary for Human Resources Management.

## 7. PROCEDURES.

- a. Authorizations for partial and full-day closings in the Harrisburg area, Philadelphia and Pittsburgh office buildings, and in the Scranton and Reading State Office Buildings will be posted on the [www.PA.gov](http://www.PA.gov) website, announced to AlertPA subscribers and public communications media, and announced to state agencies via an "Office Closing" electronic mail message.
- b. Authorizations for partial and full-day closings in Philadelphia and Pittsburgh office buildings and in the Scranton and Reading State Office Buildings will be transmitted to the Building Administrators in those buildings by the Department of General Services, Deputy Secretary for Property and Asset Management, via telephone.
- c. Building Administrators will notify each agency in the buildings in 7.b. of any partial-day closing. Notifications will include time, date, reason, and any other pertinent information.
- d. Each agency with employees in the Philadelphia and Pittsburgh office buildings and in the Scranton and Reading State Office Buildings shall forward a contact name, address, telephone number, and work electronic mail address to the appropriate Building Administrator listed below. This contact will be notified of any building closing.

- Philadelphia  
801 Market Street and  
801 Arch Street  
Telephone: (215) 560-1053

- Pittsburgh  
11 Stanwix Street,  
301 Fifth Avenue, and  
411 Seventh Avenue  
Telephone: (412) 565-5372

- Reading  
625 Cherry Street  
Telephone: (610) 378-4185

- Scranton  
100 Lackawanna Avenue  
Telephone: (570) 963-4817

**This directive replaces, in its entirety, *Management Directive 530.17*, dated November 13, 2007.**