

**STATE OF WISCONSIN
EXECUTIVE AND AGENCY BUILDING CLOSURE POLICY
FOR INCLEMENT WEATHER OR EMERGENCY SITUATIONS**

I. Policy Statement

When inclement weather or emergency conditions exist, every effort will be made to keep affected state offices and buildings open and operating as normal. However, where the health and safety of citizens would be placed at risk, or conditions or events prevent the normal operation or services of state agencies, the Governor, in consultation with the Director of the Office of State Employment Relations (OSER), will determine the nature and extent of any action to be taken. When inclement weather or emergency conditions affect a particular geographic area or region, agency heads, in consultation with OSER, may also make *recommendations* regarding their building operations.

II. Procedures for Inclement Weather or Emergency Conditions

When inclement weather or emergency conditions exist, the following procedures will apply:

1. Calls or other specific information about inclement weather or emergency situations should be forwarded immediately to the OSER Director, who will communicate with the Governor's Office. The Governor's Office, in consultation with the OSER Director, will determine the nature and extent of any action to be taken.
2. If no one can be reached at OSER who may initiate these procedures (see attached Contact list), the following offices should initiate the procedures in the order listed below:
 - a. Governor's Office – Chief of Staff
 - b. Governor's Office – Legal Counsel
 - c. Department of Administration – Secretary, Deputy Secretary, or Executive Assistant
 - d. Department of Military Affairs – Emergency Government
3. If the Governor's Office determines that state offices or buildings should be ***closed to the public***, the Governor's Office will inform the OSER Director or his/her designee, and the following actions will be taken:
 - a. An Executive Order will be drafted by OSER and sent to the Governor for signature.
 - b. A press release concerning the inclement weather action will be drafted and released by the OSER Director.
 - c. OSER's Director's Office will notify the agency heads and human resources directors of all affected state agencies of the weather conditions or emergency situation, the action to be taken, and the scope of the action. The Director's Office will also consult with the University of Wisconsin System so that consistent procedures can be followed where possible and appropriate.
 - d. Agency heads or their designees should take action as necessary and appropriate to their operations to provide for the safety and welfare of employees. Provisions for excusing employees from work and guidance relating to pay or making up lost work time are found in the *Wisconsin Human Resources Handbook Chapter 736*.

4. When inclement weather or emergency conditions affect only a particular geographic area or region, agency heads or their designees, in consultation with OSER, may recommend that some or all of their agency offices should be *closed to the public*.
 - a. The agency head is responsible for establishing internal procedures and a chain of command governing such recommendations.
 - b. The agency head or his designee must immediately notify the OSER Director, who will notify the Governor's Office, as well as other entities as necessary.
 - c. Agency heads should follow the other procedures set forth in II. 3.(d), above.
 - d. Agency heads are *not authorized to close their offices or buildings to state employees*.

5. If the Governor's office or OSER Director determine that state offices or buildings should be *closed to the public and state employees*:
 - a. The Governor or OSER Director will *specifically direct* that state offices or buildings be *closed to the public and state employees*.
 - b. The following employees may be required to report to work, despite inclement weather or other emergency conditions: those employees whose job duties include the provision or support of an emergency response, public health, or public safety function, and whose absence would compromise delivery of essential public health, public safety, or emergency response functions.
 - c. Agencies may direct employees who normally work in the affected state office building(s) to work at alternate sites or to perform work at home, if feasible.
 - d. The remaining procedures set forth in II. 3., above, will apply, except that affected employees will have the following options with respect to lost work time, subject to any restrictions set forth in *Wisconsin Human Resources Handbook Chapter 736*, or applicable labor agreement.
 - i. Employees may use accrued annual leave, accrued holiday time, or accrued compensatory time;
 - ii. Employees may take leave without pay; or
 - iii. Employees may make up the lost work time at a time to be determined by the appointing authority.

Note: WLEA labor contract language provides that public safety employees who are *directed* to leave the worksite or to not report to work continue to receive their normal pay for that day. Please reference the WLEA collective bargaining agreement for specific inclement weather provisions.

**Contacts For Implementation of the
Executive & Agency Building Closure Policy
For Inclement Weather or Emergency Situations**

The following individuals at the Office of State Employment Relations (OSER) have been delegated authority to initiate the Emergency Closure Policy procedures (including for inclement weather events). Individuals should be contacted in the order listed.

	<u>Name</u>	<u>Business Phone</u>
1.	Greg Gracz, Director	(608) 266-9820
2.	Jessica O'Donnell, Deputy Director	(608) 266-9820
3.	Kathy Kopp, DCLR Administrator	(608) 266-0711
4.	Danielle Carne, Chief Legal Counsel	(608) 266-0047
5.	Jim Underhill, Labor Relations Director	(608) 266-9564

In the event that no one at OSER authorized to initiate the Emergency Closure Policy procedures can be reached, the following offices should be contacted in the order listed below.

	<u>Agency</u>	<u>Name</u>	<u>Business Phone</u>
1.	Governor's Office	Eric Schutt, Chief of Staff	(608) 266-1212
2.	Governor's Office	Brian Hagedorn, Chief Legal Counsel	(608) 266-1212
3.	Department of Administration	Mike Huebsch, Secretary	(608) 266-1741
4.	Department of Administration	Chris Schoenherr, Deputy Secretary	(608) 266-1741
5.	Department of Administration	Executive Assistant	(608) 266-1741
6.	Department of Military Affairs	Emergency Management	(608) 242-3232