



Department of
**Labor & Workforce
Development**

“Systems Training Session 2018”

November 8, 2018



Employee Absence & State Office Closure

Absence & State Office Closure

...when we have Inclement Weather

DOHR Policy

1. Make every effort to maintain normal working hours in order to continue providing necessary services...
2. There will be instances when inclement weather causes concerns... (***safety concerns***)

Absence & State Office Closure

...when we have Inclement Weather

3. Employees make **personal** decision regarding safety in traveling to & from
4. Contact supervisor user ***approved*** methods
5. Compensatory Time or Annual
6. Leave without Pay

Absence & State Office Closure

...Due to Inclement Weather

7. Employees who make the **effort** and **report** to work within a **reasonable** period
8. Not required to take leave
9. Must leave at his or her normal departure time in anticipation of regular arrival time

Closing State Office Buildings

Extreme inclement weather

- 10. Governor or Designee may seek input...
- 11. Department of Transportation
- 12. Department of Safety
- 13. Tennessee Emergency Management Agency (TEMA)
- 14. DOHR & Other Departments

Closing State Office Buildings

Extreme inclement weather

The decision to close state offices
due to extreme inclement weather
shall only be made by the
Governor or his/her designee.

Scenario Examples that may Apply

Extreme inclement weather

1. Snow Forecast
2. Icy Road Conditions
3. Violent Storms (i.e. Tornadoes, etc.)
4. Anticipation of Storms Arriving

Scenario Examples that **DON'T** Apply

Extreme inclement weather & **Other Stuff**

1. Traffic (Titans, CMA, Predators)
2. SICK LEAVE, ANNUAL LEAVE & FMLA
3. Windows are Frozen Over
4. Buses on Snow Routes or Other Alternate Routes
5. Inclement Weather – but I decide to take my time and go Cracker Barrel on the way (besides the traffic is jammed anyway)



Uninhabitable Buildings

Uninhabitable Buildings

- The Commissioner of the Department of Human Resources, ***acting on a recommendation from the requesting agency's appointing authority***, shall have the sole authority to declare a building uninhabitable.

Uninhabitable Buildings

- Employees who are not able to work in a building that is considered uninhabitable ***due to power outages, flooding, physical damage or other valid reasons*** may be granted discretionary leave with pay for all regularly scheduled hours during the affected period.

Uninhabitable Buildings

- Employees **who continue to work** in a building or at a work site during the period the building is declared uninhabitable may receive regular compensatory time for hours actually worked during the affected period up to their scheduled hours for the work day.

Uninhabitable Buildings

- Only ***those employees directly affected*** by a building closing are eligible for discretionary leave with pay or compensatory time under this policy.

Uninhabitable Buildings

1. Decisions regarding the declaration of single office locations as uninhabitable buildings are made by the Commissioner of Human Resources pursuant to policy.
2. Employees should call TDLWD HR

Scenario Examples that may Apply

Uninhabitable Building Closing

1. Extended Power Outage
2. Extended Issues with Utilities such as Water & Sewage
3. Fire & Smoke Damage
4. Other Safety Concerns

Scenario Examples that **DON'T** Apply

Uninhabitable **Building Closing**

1. Power Outage for a short period of time (i.e. transformer issues, etc.)
2. Temporary Water & Sewage Cut-off (i.e. shut-off at 220 French Landing, etc.)
3. My Computer Doesn't Work
4. Power Out at Home – I work “AWS”
5. State Building Closes – I work “AWS”

Who Do YOU CALL?



Who Do YOU CALL?

- **Not Ghostbusters**

**Workforce Services or
Division Resources**



Questions, Comments or *Emotional* Outbursts

