

Procedure Title:	Office Closure - Weather or Hazard				
Procedure Number:	DHS-060-021-01	Version:	4.0	Effective Date:	01/11/2010

DHS Deputy Chief Operating Officer

01/11/2010

Approved By: (Authorized Signer Name)

Date Approved

Procedure

Office Closure Before Workday Begins

Office Closure After Workday Begins

Imaging and Records Management Services (IRMS) Swing Shift Closure and Modification to Swing Shift Hours

Office Closure before Workday Begins

Step	Responsible Party	Action
1.	DAS Director or designee	Notify employees of office closure through Internet http://oregon.gov/sites/DAS/bldg_close/index.page , telephone hotline (503-373-0850) and local broadcast media (radio and television).
2.	DHS and OHA Director or designees	Determine if additional notifications are necessary and transmit information via appropriate communication channels such as staff email, DHS and OHA website.
3.	DHS and OHA Employees	Check media outlets, the Internet http://oregon.gov/sites/DAS/bldg_close/index.page or call the telephone hotline (503-373-0850) for information about an unplanned curtailment of agency operations or closures. Check with supervisor if closure seems likely to extend beyond the first day.

Office Closure after Workday Begins

Step	Responsible Party	Action
1.	DAS Director or designee	Notify employees of office closure through the Internet http://oregon.gov/sites/DAS/bldg_close/index.page telephone hotline (503-373-0850) and local broadcast media (radio and television).
2.	DHS and OHA Director or designees	Notify employees of curtailment of operations and office closure. Direct affected employees to leave the workplace. Determine if additional notifications are necessary and transmit information via appropriate communication

		channels such as staff email, DHS website and DHS-OHA intranet.
3.	DHS Employees	<p>Follow instructions to leave the workplace. Check media outlets, the Internet http://oregon.gov/sites/DAS/bldg_close/index.page , or call the telephone hotline (503-373-0850) for additional information about extent of unplanned curtailment of agency operations or closures.</p> <p>Check with supervisor if closure seems likely to extend beyond the first day.</p>

IRMS Swing Shift Closure and Modification to Swing Shift Hours

Step	Responsible Party	Action
1.	DAS Director or designee	Notify employees of office closure through the Internet http://oregon.gov/sites/DAS/bldg_close/index.page telephone hotline (503-373-0850) and local broadcast media (radio and television)
2.	IRMS Administrator	The IRMS Administrator will notify the DHS Deputy Chief Operating Officer of potential or actual inclement weather conditions or other hazardous conditions that do or may affect IRMS swing shift operations.
3.	IRMS Administrator and DHS Deputy COO	The DHS Deputy Chief Operating Officer and IRMS Administrator will jointly make the decision to continue, modify, or cancel the swing shift. The decision to cancel swing shift will occur not later than 11:30 a.m. Decisions to modify swing shift hours after the shift has started may occur at any time. If the DHS Deputy Chief Operating Officer is unavailable, the IRMS Administrator is authorized to independently make these decisions.
4.	IRMS Administrator, DHS Deputy COO	<p>Notify the IRMS managers and/or supervisors as soon as possible, but not later than noon, of any decision to close the office during swing shift hours. Notification to modify swing shift hours after the shift has begun may occur at any time.</p> <p>Email the OIS Web Team at OIS webteam (Outlook) to post the office closure or shift modification information on the DHS and OHA websites.</p>
5.	OIS Web Team	Post the office closure or shift modification information on the DHS-OHA intranet site at https://inside.dhsoha.state.or.us/index.php .
6.	Managers or Supervisors	<p>Notify employees of the decision to close the office due to inclement weather or other hazardous condition.</p> <p>a. Before the shift begins: IRMS managers or supervisors will, no later than 1 p.m., inform employees of the office closure by posting a message</p>

		<p>on the voice mail associated with (503) 378-3462 and direct employees to the DHS-OHA intranet site at https://inside.dhsoha.state.or.us/index.php.</p> <p>b. During the regularly scheduled shift: IRMS will notify employees and temporary staffing agencies' employees currently on duty in person of the closure.</p>
7.	DHS Employees	Complete and submit for approval a DHS 46 for regular hours not worked as a result of closure or shift modification decisions. This form should include only the hours not covered by the Collective Bargaining Agreement with Service Employees International Union, Local 503 (SEIU).

Staff Resource:

The Department of Administrative Services now offers an additional way to get information when state government closes offices due to inclement weather or other factors: text messages, emails, or both. For more information go to http://oregon.gov/sites/DAS/bldg_close/index.page.

Portland Metro Area includes but is not limited to the following cities: Beaverton, Clackamas, Gresham, Hillsboro, Lake Oswego, Milwaukie, Oregon City, Portland, Tigard and Troutdale.

Salem Metro Area includes but is not limited to the following cities: Albany, Dallas, McMinnville, Monmouth/Independence, Sublimity, Salem/Keizer and Woodburn.

Also see: [DAS HRSD Policy 60.015.01, Temporary Interruption of Employment](#) Also see: [DAS Collective Bargaining Agreements Back](#)

Policy that applies:

[DAS HRSD Policy 60.015.01, Temporary Interruption of Employment](#)

Form(s) that apply:

DHS 0046, Request for Leave, Accrual and Absence Report - [PDF](#) or [WORD](#)

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Procedure History:

- **Version 4.0:**

2/1/2012 - Contact information updated.

2/1/2012 - Name change noted for Office of Imaging and Records Management Services, IRMS, formerly known as Office of Document Management, ODM.

2/1/2012 - Change for Responsible Party "IRMS Swing Shift Closure" - DHS Chief Administrative Officer (CAO) or Deputy CAO changed to DHS Deputy Chief Operating Officer (COO).

- **Version 3.0:**

01/05/10 – Additional responsible party added and link to district manager contact list.

12/12/08 – Administrative correction to change to IRMS and the contact numbers for IRMS

and HR contact information.

10/30/2006 - Administrative correction to change the term SDA managers to DHS CAF District Managers.

11/23/2005 - Modifications to the IRMS swing shift notification procedures. Rather than managers calling employees, a message will be posted to a voice mailbox indicating office closure or shift modifications

- **Version 2.0:**

06/17/2005 - Administrative correction to align with DAS policy: "Portland Metro, Salem Metro, Eugene Metro and Corvallis areas" changed to read "Portland Metro and Salem Metro areas."

01/13/2005 - Administrative correction to align with DAS policy: "Salem and Portland Areas" changed to read "Portland Metro, Salem Metro, Eugene Metro and Corvallis areas."

12/30/2004 - Administrative correction to align with DAS policy: Notification to employees changed from 6:00 a.m. to 5:00 a.m.

12/10/2004 - This revision incorporates procedures for IRMS swing shift employees

- **Version 1.0:**

03/27/2002 - Initial Release

Keywords:

(List keywords here that might be used by someone to search for this policy on the internet)

