


Florida Fish and Wildlife Conservation Commission
Internal Management Policies and Procedures (IMPP)

	TITLE Closure of Facilities Occupied by FWC Employees	IMPP 1.3
		EFFECTIVE DATE 11/18/2016
	APPLICABILITY All Employees	AMENDS

REFERENCES:

AUTHORITY: Section 110, Florida Statutes; Chapter 60L-34, Florida Administrative Code;
 Executive Director

Policy

When a non-disaster event occurs that makes it necessary to remove employees from their facility the agency will make every effort to find a place for the employee to continue working. Employees will not be approved to use administrative leave until all alternatives to continue working are exhausted. The Department of Management of Services (DMS) must approve administrative leave of more than two consecutive days.

When a disaster event occurs that threatens the safety of employees at a facility occupied by FWC employees the agency shall have the authority and responsibility to determine whether agency offices or facilities, or any portion thereof, are affected by the emergency and are to be closed and employees granted administrative leave. DMS must approve the closing of any agency facility or portion thereof for more than two consecutive work days and must approve the closing of any Department-operated state facility. DMS also must approve administrative leave of more than two consecutive days.

When facilities are closed pursuant to Executive Order of the Governor non-essential employees assigned to the facilities shall be released from duty and granted administrative leave for the period the facility is closed.

An employee who is on a prior approved leave during a disaster event shall not have the leave of absence changed to administrative leave.

- Contents:
- 1.3.1** Definitions
 - 1.3.2** Non-Disaster Facility Closures
 - 1.3.3** Disaster Facility Closures
 - 1.3.4** Administrative Leave and Special Compensatory Leave Credits

1.3.1 Definitions

Administrative Leave – During a non-disaster event this is leave which may be granted when there are no options for the employee to continue working and is therefore released from duty for a specified time. During a disaster event this is leave which may be used when a facility is closed and employees are released from duty.

Non-Disaster Event – An event that renders the normal facility unusable for business purposes. The event may be planned (e.g. office renovations) or unplanned (e.g. electrical outage, failure of heat or cooling equipment).

Disaster Event – An event that is a threat to the employee's safety which includes weather and manmade events and the aftermath of such events which renders the facility unusable for business purposes.

Essential Employee – An employee whom the agency requires to report for duty to provide essential services during a disaster event.

Facilities – Any work space or area in which employees perform work including work areas located outside of a building.

Section Leaders – Positions titled as Section Leaders or positions with equivalent authority.

1.3.2 Non-Disaster Facility Closures

A. Protocol for Continuing to Work

When a non-emergency event occurs, which necessitates moving employees from their facility for a limited amount of time the designated Facility Point of Contact must determine, to the best of their ability, the amount of time necessary to correct the problem. The list of FWC Facility Point of Contacts is available on the Office of Human Resources SharePoint page. After determining the estimated timeframe of the closure the Facility Point of Contact will notify the highest-ranking employee for each division/office assigned to the facility who will in turn notify their Section Leader. The Section Leader or their designee will comply with the following:

1. If the estimated repair time is less than two hours employees are to be instructed to continue working in their assigned workspace, if possible. If it is not possible to work at the assigned space for a short duration, follow the protocol outlined in 1.3.2(B).
2. If it is estimated the repairs will take longer than two hours, every effort must be made to provide an alternative location from which employees can continue to work:

a. Employees Who Work in Offices

- Employees with laptops are to be relocated to available conference rooms in their own or other FWC facilities. Conference room availability can be determined by checking the meeting request information in Outlook.
- For employees who do not have laptops, directors or their designee may send an e-mail to the appropriate mail group to determine if a vacant office with a computer is available for use.

- Employees who can work from home may be asked to do so.
- Employees who think it will be unproductive to work from another work area or home may request approval to use annual or compensatory leave.

b. Employees Who Work Outside

- When applicable the protocol outlined in (B)(1) should be followed. If all of the employee's work is performed outside every effort must be made to move the employee to a different work area for the duration of the closure.
- Employees who receive approval to use personal leave may not change the leave to administrative leave for that day.

B. Protocol When Working from a Different Location is Not Feasible

If an option for working from a different location is not feasible, the Facility Point of Contact shall notify the affected Section Leaders and recommend they request from the Office of the Executive Director (Bryant, Carlton and Koger Buildings in Tallahassee) or appropriate Regional Director (Regional Offices) approval to close the office and allow employees to use administrative leave during the closure.

- A. Section Leaders or their designee shall instruct employees approved to use administrative leave to follow a call-back plan if the incident resulting in the closure is reasonably expected to be corrected the same day. For example, if the incident requiring closure occurred at 9:00 a.m. employees approved for administrative leave should be given a contact name and number and be instructed to call back in two hours to find out if they are to return to work. The employee should be required to continue to call every two hours (or as determined reasonable) until returning to work would be unproductive (for example, it may not be productive to have employees return after 3:00 p.m.) or if it has been determined the facility will not be habitable that day. The check-in protocol should be each day the facility remains closed.
- B. Supervisors are to make every effort to find workspace for OPS employees or allow them to make work up work (if available) during the workweek in which the closure occurs.

C. Facilitating Repairs

The Facility Point of Contact, director or director's designee should make every effort to expedite the necessary repairs to ensure the office is operational as soon as possible. For leased office space/buildings the [Director of the Finance and Budget Office](#) shall be contacted and will be responsible for expediting repairs.

1.3.3 Disaster Facility Closures

Closing a Facility

1. In any disaster or emergency condition that may necessitate the closing of facilities the agency shall have the authority and responsibility to determine whether agency facilities are to be closed except that only the DMS can approve the closing of any DMS-operated state facility. The agency must receive DMS approval to close a facility beyond two work days.
2. When there is a closure due to a disaster employees are required to access and review the [Disaster Preparedness for FWC Employees](#). In Section 12 of the Disaster Preparedness Plan it provides detailed information on employee pay and leave and includes information for employees who wish to volunteer or who are activated by the military for disaster relief duties.

1.3.4 Administrative Leave and Special Compensatory Leave Credits

Non-Essential Employees/Administrative Leave

When a facility is closed by the agency or by Executive Order non-essential employees will be released from duty and allowed to use, if necessary, administrative leave for the period the area/work site is closed. Administrative leave counts as hours of pay, but does not count as hours of work for overtime purposes. Employees may use administrative leave only to bring their hours up to the contracted hours for the work period. An employee who is on a prior-approved leave of absence during the emergency will not have the leave of absence changed to administrative leave.

A. Essential Employees/Special Compensatory Credits

1. Employees whom the agency deems needed to provide essential services during a declared state of emergency or whose presence is necessary because their assigned duties and responsibilities must be accomplished despite the declaration of a state of emergency will be required to report for duty. Employees required to report for duty to provide essential services shall be granted special compensatory leave credits for the hours worked during the period the facility is closed if they hold a position below that of Section Leader or equivalent position.
2. An employee who reports to work during a state of emergency to perform normally assigned duties will not be deemed an "essential employee," unless the supervisor or higher manager has specifically instructed that employee to report to work for the express purpose of supporting emergency relief or ensuring that certain critical duties and responsibilities are not disrupted. Non-essential employees will not be eligible to earn special compensatory leave.

Approved: **Jennifer L. Fitzwater**
Nick Wiley, Executive Director or Designee
History: Est.: 11/18/2016

Date: **Nov 18, 2016**