

South Central Workforce Development Board (SCWDB)



POLICY: INCLEMENT WEATHER, HOLIDAY, AND BUSINESS CONTINUITY

EFFECTIVE DATE: JULY 1, 2018

POLICY NUMBER: 2018-24

SUBJECT: INCLEMENT WEATHER, HOLIDAY, AND BUSINESS CONTINUITY

PURPOSE:

The Workforce Development Board recognizes that its employees must be prepared for weather emergencies. It provides detailed emergency instructions for employees who work in the SCWDB's designated Kentucky Career Center locations, partner affiliate sites regarding that part of the organization designated as an affiliate, and any other site using SCWDB funding, to ensure employee and visitor safety and the protection of property during inclement weather emergencies.

EFFECTIVE DATE: July 1, 2018

ACTION REQUIRED:

Within 15 days of the receipt of this policy it is the recipient's responsibility to ensure all staff are informed of the policy and to create an internal process to ensure accountability.

POLICY:

The SCWDB requires that all WDB members and staff, Kentucky Career Center staff and WIOA Contract staff, and all WDB Partner Programs recognize inclement weather conditions and act to protect the safety of all customers and fellow employees to the fullest extent possible. This applies to all the above-mentioned actors whether operating in a Kentucky Career Center or partner affiliate sites, or contractor sites or not. Employees and volunteers on duty must become familiar with duties and responsibilities of the inclement weather and business continuity emergency policy.

The SCWDB Centers' and contractor operations may be closed for specific periods of time when determined by the appropriate authority to be necessary. Announced closings and/or weather delays will be handled as follows:

Any site will follow County closures for inclement weather. If the County in which the site is located is closed, the site will be as well. If the County declares a Level 2, then the site will be closed even if the County is not. All partner staff located at the site will abide by the closure policies of their respective agencies, thus if a site (e.g. center, affiliate, program site) is open but the partner agency is closed, the partner agency closure supersedes the center/site's opening.

It is the responsibility of staff located at any site to inform the One Stop Operator (OSO) if they are not coming to work due to weather and their respective agency's closure procedure.

The Kentucky Career Centers are closed for most major holidays and will follow as a general guideline the County holiday closings, again in the county in which the center is located. The centers will be closed on the following holidays:

- New Year's Day (New Year's Eve & Day)
- Martin Luther King Day
- Good Friday (1/2 day 11:45)
- Memorial Day
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving Day (Thursday & Friday)
- Christmas Day (Christmas Eve & Day)

If a known closure is to occur, within five (5) business days, staff at any site will post signs to all major entrance ways and in customer areas an announcement of the closure. A notice will also be posted on the South Central Workforce Development Board's website and sent to other relevant media outlets.

Business Continuity

In the event of a disaster staff and volunteers will be responsible for following each individual partner agencies procedures for ensuring the continuity of business. The SCWDB staff and contractor staff will be held to the WDB's continuity policy which will apply to the center operations. Emergency procedures for evacuating the building are posted.

Procedure:

1. Each One Stop Partner co-located in a WDB Career Center and contractor site is required to make its employees aware of this policy and to have as a part of their respective organization's policies and procedures in their inclement weather policy and procedure that is not in conflict with this policy.
2. In the event that such emergencies occur in any WDB Career Center or contractor site, the site's employees shall be notified by the OSO and/or Manager on Duty to leave the premises. The OSO shall notify the site's customers as well as the WDB's Board Office, via phone call or e-mail or other means of notification, to ensure that the conditions are corrected prior to employees returning to the site. The length of the closure or curtailment of operations shall be determined by the OSO in accordance with the any County Government Emergency Action Plan.
3. Agencies Co-located in the Career Center shall be notified by the One Stop Operator of the duration of the closure or curtailment of operations. Each co-located Agency shall be responsible for notifying its employees. One Stop Partners will have procedures in place for securing customers records in the event of an inclement weather emergency including, but not limited to: detailing responsibility for locking file rooms, turning off computers and securing all

other paper and electronic customer identifiable information, as required in SCWDB Client Confidentiality Policy (#2016-02).

4. The public and customers will be notified by notice posted on door of the Career Center and partner sites that the facility is closed for an emergency situation or that it is open, but operations have been curtailed (a description of the limited services should be included in the notice).

5. If operations are curtailed in a Career Center, each co-located Workforce Partner shall ensure that it has identified essential staff that may be required to report during emergencies and non-essential staff that may not need to report during such emergencies.

6. Each co-located Career Center Partner is required to establish an alternate phone message that can be selected by the managers to provide information to customers. All Career Centers and contractor sites must post the inclement weather policy which states that the Centers are closed when the County is closed.

7. Customers should also know that they can call the main numbers to the center and the agency within the center they are trying to reach or the main number at each location to see if the Center/Site will re-open.

This policy must be reviewed by current staff of the workforce system and by new employees as a condition of employment and as included in any partner Memoranda of Understanding with the SCWDB and its One Stop Operator.

REFERENCES:

- Occupational Safety and Health Standards for General Industry, (OSHA 29CFR1910.38),
- Emergency Management Plans of the Counties where sites are within the South Central 10-county Region.

Approved:

1-11-19

Date of WDB Approval

12-19-18

Date of Governance
Committee Approval

Signed by:



Robert Boone, WDB Director



Chair, Governance Committee