MNCASA

XVIII. Emergency Closings

Emergencies such as severe weather, fires, flooding, severe winter weather, power failures, earthquakes, or national, state, or local emergencies can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility and staff to work remotely.

When the MNCASA office is unexpectedly closed (i.e., emergency closure) because of uncontrollable factors time off for staff scheduled to work will be considered excused absence with pay and will not be charged from their balances of accrued paid time off.

The Executive Director (or authorized representative) will declare that an emergency is in effect from either natural or human caused disasters by 6:30AM of that day. This declaration could result in a late opening, no opening, or an early closing, working remotely, and will be communicated via all-staff email. Directors will notify their direct reports and interns via text message or phone call.

Employees are responsible for maintaining current contact information on file with their supervisors and MNCASA.

Employees will be individually responsible for communicating with any partners or external parties with which they have scheduled meetings, and should initiate out-of-office email and voicemail messages.

Nebraska Coalition

I. ADMINISTRATIVE LEAVE

Special Conditions

In certain special conditions such as a natural disaster, pandemic health crisis, fire, flood, or other environmental situation making it detrimental to the health and safety of employees to remain on site, it may be necessary for the office and/or facilities to close and some or all staff may be required to remain home. The Executive Director, or their designee, may determine to pay staff their usually salary, and continue benefits through the duration of the special circumstance. Paid Administrative Leave days are not accrued, will not be paid out upon termination of employment, and will not be carried over from year to year. If the office is closed during an employee’s previously-scheduled sick or holiday leave, the time off must still be charged to the employee’s leave balance. The use of Paid Administrative Leave is at the discretion of the Executive Director, and will only be used under the provisions that the staff cannot complete their full work hours on-site or through the Flexible and Remote Working Policy.
**Emergency Closure/Public Health Crisis:**

At the discretion of the Executive Director, MCADSV employees may be required to work from home in the event of a public health crisis or emergency. Depending on the length of time working from home is required, employee’s may be reimbursed for their internet expense from home. This will be decided on a case by case basis. When required to work from home for an extended period, employee’s will be asked to sign a telecommuting agreement. They will be required to clearly record work and leave time, as well as, proactively communicate with supervisor and staff regarding their availability.

In addition, the Executive Director has the discretion to provide additional leave for staff (full and part time) in the event of an emergency or public health crisis. This leave would be in addition to any sick/personal leave and vacation leave accrued by the individual employee. Examples of the types of emergencies that may be covered include forest fires and corresponding evacuations, environmental emergencies (flood, tornado, etc.), emergency weather limitations, and pandemics/public health crisis’s requiring social isolation. This leave will be granted to all staff in a fair and reasonable manner.

**Action Alliance**

Based on M-20-11 Memorandum for the Heads of Executive Departments and Agencies from the Office of Management and Budget (OMB) dated March 2, 2020, “Awarding agencies may allow recipients to continue to charge salary and benefits to currently active Federal awards consistent with the recipient organization’s policy of paying salaries (under unexpected or extraordinary circumstances) from all funding sources, Federal and non-Federal. Agencies may allow other costs to be charged to Federal awards, including those necessary to resume activities supported by the award, consistent with applicable Federal cost principles and benefit to the project.”

Based on this guidance it appears that (1) organizations receiving funds that come from Federal sources (including those funds that are administered by the state) are eligible to continue paying salaries and benefits of staff in the event of a pandemic-related shutdown, (2) agencies administering those funds have discretion to decide if they will allow this, and (3) recipients must have organizational policies in place that allow for paying salaries and benefits in “unexpected or extraordinary circumstances.”

The Virginia Sexual and Domestic Violence Action Alliance advises agencies to adopt formal language immediately into personnel policies that would give organizations this discretion. Some sample language options are below, however you should choose what works best for
your agency and consider the implications of adopting or not adopting a policy:

1. In certain extraordinary circumstances, it may be necessary for our office and/or facilities to close and some or all staff may be required to remain home. The Executive Director, or their designee, may decide to pay all staff their usual salary and continue any applicable benefits through the duration of office closure. This will be clearly communicated in writing to staff from the Executive Director or their designee.

2. In the event of an emergency, including but not limited to a natural disaster or pandemic, where our organization cannot perform services and an individual may not perform their job duties, the Executive Director or their designee may offer paid leave for those affected without requiring an employee to use personal leave time. This will be clearly communicated in writing to staff from the Executive Director or their designee.

In drafting personnel language, there are some things you may want to consider at this time:

- Agencies may want to address telecommuting policies and when staff should telecommute and when leave will be offered.
- The “extraordinary circumstance” pay policy does not have to be perfect right now and can be amended later, but can cover the basics now to ensure that grant funds can be used to pay staff if your agency has to shut down.
- Doing everything in our power to pay staff during times of crises is one way to live into values of equity and economic justice. Please also note that funders are still allowed to make decisions based on your ability to provide services and your grant reports.
- Per our discussion with funders, programs implementing this kind of leave policy must apply the policy to all staff, regardless of the funding source or type. For instance, you may not pay only your federally-funded staff and put locally-funded staff on unpaid leave.

**IowaCASA**

Paid Administrative Leave: In the event of an Act of God (e.g., tornado, flood, pandemic health crisis) IowaCASA may have to temporarily reduce or cease business activities. **If this were to occur, staff may be placed on paid administrative leave.**

**CCASA**

“When the CCASA office is unexpectedly closed because of uncontrollable factors, time off for staff scheduled to work will be considered excused absence with pay and will not be charged to leave time. If the office is closed during an employee’s previously-scheduled PTO or holiday leave, the time off must still be charged to the employee’s leave balance. Extended closure beyond 3 (three) work days is subject to review and alternate arrangements may be required in order for employees to continue receiving pay; employees will be given 24 (twenty-four) hours’ notice of any such required arrangements.”
KCSDV

KCSDV may periodically grant staff paid Administrative Leave for certain purposes such as office closings. Administrative Leave days are not accrued, will not be paid out upon termination of employment, and will not be carried over from year to year. Your supervisor will let you know when Administrative Leave hours will be credited to your work week.

NHCADSV

"With advocates and Coalition staff who have to now be caring for school aged kids or provide school instruction per state regulations, the ability to claim "administrative leave" is imperative, but also grant allowable. (b) Leave. The cost of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if all of the following criteria are met: (1) They are provided under established written leave policies; (2) The costs are equitably allocated to all related activities, including Federal awards; and, (3) The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the non-Federal entity or specified grouping of employees."

Caminar Latino

(your organization) shares a common concern for its employees’ health and welfare. While the severity of COVID-19 (previously referred to as Coronavirus) is currently unknown, (your organization) wants to ensure that its employees feel supported during this time, allowing them to act responsibly and sensibly but not be affected by concerns over unpaid time off. As such, this temporary COVID-19 Special Leave Policy is being implemented, effective March 12, 2020.

During this unprecedented time, we will be giving staff the flexibility that they need to avoid exposure, to care for themselves, family members, and others in the community. We ask employees to comply with national, state and local quarantine recommendations or requirements.

Employees are asked to work remotely as much as possible to continue to provide the critical support to community that will be needed during this time. Employees working from home should use our regular time tracking practices to record their time worked according to each project.

A special column on the timesheet has been set up for paid leave related to COVID-19. This code will be allowed for 45 days from the start of this policy. The use of this paid leave time will not impact an employee’s available PTO balance. Employees may use this code during their absence from work:

- sick with COVID-19 symptoms,
• have been self-quarantined under the advice of a licensed healthcare provider,
• have a reasonable belief that they may have been exposed to persons infected with the virus,
• who have been unable to work because they are sick from the virus,
• are unable to work because of a mandatory quarantine directive,
• are unable to work due to school closures and must care for children,
• caring for an immediate family member in the same household who has been self-quarantined and/or is receiving treatment for COVID-19,
• or is isolating children and others to protect themselves from the virus.

Usage of the COVID-19 hours for other reasons will be assessed on a case-by-case basis to be determined by the employee’s administrative supervisor and the Executive Director.

Please maintain ongoing communication with your supervisor and other team members as necessary to allow supervisors and the team to plan accordingly.

When the office re-opens and in-person work resumes, employees should not report back to work until they are free of COVID-19 symptoms for at least three days and/or have been issued return-to-work clearance from a healthcare provider.

Finally, employees are reminded that information about a co-worker’s health status is protected by HIPAA and other laws, and should be shared only as necessary.

This policy may be amended or extended as necessary with approval from the Board of Directors.