



Administrative Manual of Operating Procedures

Procedure #: 02.18	Procedure Title: Building Closure Policy		Revision #: 2
Original Issue Date: 06/18/2013	Revised Issue Date: 12/19/2019	Next Review Date: 12/19/2020	Responsible Department: Human Resources
Statutory References: None		Ordinance References: None	
Appendices: Appendix A – Essential/Non-essential Designation List		Forms: None	

1. OBJECTIVE:

To establish the policies and procedures for recording time and the payment of time when a Building Closure(s) is declared for Milwaukee County. The County Executive may declare a building(s) closure for Milwaukee County employees, in consultation with Department Heads and Elected Officials in the impacted building, for example, the Courthouse and Safety Building would require the discussion with the Chief Judge, Clerk of Courts, Sheriff, Director of Transportation, and Director of Administrative Services. The declaration will specify which portions of a building, or buildings, has been closed. For the safety of our employees, all Non-essential employees whose offices are located within the closed area are not to report to work.

Some departments will determine that certain positions are essential to performing duties during the closure. It is the Department Head’s responsibility to notify personnel that their duties are essential during the building closure. The department head will notify them when and where they are to report to work. The essential designation should only occur if the work is needed and if there is an alternate location for the employee to perform that work.

The County Executive’s office shall continue to notify the department heads on the status of the building and the length of the closure. Department heads shall continue to notify employees of the status of the closure, and if their duties continue to be essential or non-essential during the closure. employees shall make themselves available during their regularly scheduled hours unless notified by a department head that their duties cannot be performed during the closure.

During the closure or displacement, if your department head determines that you cannot perform your duties, your regularly scheduled hours shall be considered “non-essential” and shall be paid and coded as “MISC” in the time and attendance system. If your department head determines that you can perform your work during regularly scheduled hours, and assigns you to an alternate location, your coding of work hours shall remain unchanged from your normal process. Off-time will not be provided in the future for any employee who worked on a Building Closure Day.

2. DEFINITIONS:

- A. Essential. Certain departments and in some cases certain positions are defined as being essential to performing duties during a building closure, and therefore those employees in those departments or job codes (“essential”) will need to report to their regularly scheduled shift.
- B. Non-essential. When an emergency is declared, certain departments, for the safety of the employees, should not report to work. An employee who is scheduled to work will instead record an off-time code of MISC, in place of their regular shift hours. Employees should be alert for any

change in status. It is up to department managers to communicate with employees and make them aware of alternate working locations. The MISC code can only be used until employees are either back in their original work site or moved to an alternative location. employees moved to an alternative site will be considered essential.

- C. Building Closure Day. For safety reasons a building, or a portion of a building, may need to be closed. The closure will last as long as needed to make the building safe for employees to return. The closure will start from the time the emergency is declared until the time that the building is declared open again, or department area is declared open again. employees, who are moved to alternate sites, will be considered essential for purposes of this policy.
- D. Time and Attendance System. Milwaukee County uses Dayforce Workforce Management as its time and attendance system.

3. PROCEDURE:

A. Essential Departments/Jobs

- i. If a department or if certain positions within a department are determined to be needed during a building closure and would be required to report to work, then that department or certain jobs within that department are considered “essential” for a building closure.
- ii. Departments or positions that are identified as “essential” for a building closure day will record time similar to any other day and will follow the rules of their department regarding a Building Closure.
- iii. Departments have been identified as essential or positions within the department have been identified as essential. Please ask your department manager if your department or position is considered essential. A list of typical designation is attached at the end of this policy, see [Appendix A](#).
- iv. The “MISC” (Miscellaneous Paid Leave) code is Not available to “essential” departments or to employee job codes that have been determined to be essential. essential departments/ Job Codes should follow departmental work rules for recording off-time on a Building Closure day.

B. Non-Essential Departments/Jobs

- i. If an employee’s department has not been identified as “essential” for a Building Closure day, or their Job Code has not been identified as essential for a Building Closure, then the employee shall follow the rules for “Non-essential Departments”.
- ii. When a Building Closure is declared, only essential employees should be reporting to work. The declaration of a Building Closure Day by the County Executive is the only notification that an employee in a Non-essential department needs to not report to work.
- iii. Building Closures will only impact those departments who work in that building. If you are a Non-essential department in a building that is not impacted by the Closure, you must report to work.

- iv. Employees in Non-essential departments will use the “MISC” (Miscellaneous Paid Leave) off-time code for recording scheduled work hours, which would have been worked, had a Building Closure not been declared. The detail is contained below on various scenarios and the coding of timesheets.

C. Recording Time on a Building Closure Day for Non-Essential Employees

- i. General Rules on Recording Time:
 - a. Departments with swipe cards for recording time:
 - i. Employees, who use a swipe card, will need to follow department rules for the recording of the MISC code.
 - ii. Certain departments use a requisition form or supplemental timesheet to record adjustments to the time. Contact your payroll clerk for the proper form to use.
 - iii. Once the departmental form is completed, turn the form into your payroll clerk to ensure you are properly credited for this off-time code.
 - iv. This form must be turned in by Friday afternoon of the end of the pay period, which included the Building Closure Day, to ensure the time is properly counted in the pay period.
 - b. How is the MISC coded counted for Overtime, Seniority, Pension, Other Accrued Balances?
 - i. This MISC code is similar to other off-time codes as it relates to overtime calculations and credited hours.
 - a. For employees who have union pay policies that base overtime on credited hours (Deputy Sheriff's), this pay code will count towards time and a half overtime similar to any other off-time code.
 - b. If employees have overtime pay policies that are based only on work hours (most other represented employees and non-reps), then the MISC code does not count toward overtime.
 - ii. The MISC hours will count towards seniority hours and pension hours.
 - iii. A distinct off-time code is used so that accrued off-time hour balances will be not be impacted. Other off-time codes will not be reduced due to the use of the MISC code.
- ii. Non-essential employee who worked a full shift prior to the closure:
 - a. If an employee worked their full shift during the Building Closure, then they shall record their time as hours worked in accordance with current pay policies.
 - b. Off-time will not be provided in the future for any employee who worked on a Building Closure Day.
- iii. Non-essential employee who worked partial shift prior to the closure – normal eight (8) hour shift:
 - a. If an employee worked part of either the first, second or third shift, then they shall record their time as hours worked in accordance with current pay policies. Once the employee was told to go home and/or left the work site their work time would stop.
 - b. The remaining scheduled shift time shall be recorded as code MISC (Miscellaneous Paid Leave) in the time and attendance system. The total time recorded in work hours (REG)

and miscellaneous paid leave (MISC) shall not exceed eight (8) hours.

- c. Off-time will not be provided in the future for any employee who worked on a Building Closure Day.
 - iv. Non-essential employee who worked partial shift prior to closure – flex-time schedule:
 - a. If an employee worked part of either the first, second or third shift, then they shall record their time as hours worked in accordance with current pay policies. Once the employee was told to go home and/or left the work site their work time would stop.
 - b. The remaining scheduled shift time should be recorded as code MISC (Miscellaneous Paid Leave) in the time and attendance system. The total time recorded for the day shall not exceed their flex-time schedule for the Building Closure Day, including work hours (REG) and miscellaneous paid leave (MISC).
 - c. Off-time will not be provided in the future for any employee who worked on a Building Closure Day.
 - v. Non-essential employee who had prior scheduled off-time for full-shift:
 - a. If an employee had previously scheduled off-time for the full amount of their first, second or third shift, then they shall record their hours in accordance with their off-time request.
 - b. The request for off-time is usually made at least twenty-four hours prior to an employee's scheduled shift. The total time recorded for Building Closure Day should not exceed scheduled shift hours.
 - c. Other off-time will not be provided in the future for any employee who was scheduled off for a Building Closure Day.
 - vi. Non-essential employee who did not work due to Building Closure Day:
 - a. If an employee was scheduled to work their shift but did not go to work due to the Building Closure Day, the employee should record their time as code MISC (Miscellaneous Paid Leave) in the time and attendance system. The total time recorded for the day shall not exceed their scheduled shift hours.
- D. Recording Time on a Building Closure Day for Essential Employees**
- i. No coding changes should occur for these departments. Any work or off-time scheduled for the Building Closure Day shall be entered similar to any other day. Off-time will not be provided in the future for any essential employee who worked on a Building Closure Day.
- E. Recording Time for Non-essential Employees Requested to Work at Alternate Sites or Home Due to Building Closure**
- i. Alternate site other than home - no coding changes should occur for these departments. Any work scheduled during the Building Closure shall be entered similar to any other work. Off-time will not be provided in the future for any Non-essential employee who worked at an alternate site due to building closure.
 - ii. Home as an alternate site – the employee will be allowed to record work time from home if

requested to perform work by their manager due to building closure. The manager and employee must agree on the amount of work that can be performed at home. Work at home will only be allowed during the time of the building closure, and only with agreement from the department manager.

4. REVISION HISTORY:

Rev. #	Summary of Changes	Date of Change	Author
2	<ul style="list-style-type: none"> Minor changes only – updated to new template 	12/19/2019	Una Stojsavljevic

Milwaukee County Department Offices Status on a Snow Day - Typical List

List may be revised as needed. Employees should contact department for current status of essential or Non-essential Departments

<u>Dept No</u>	<u>Department Description</u>	<u>Snow Day</u>	<u>Offices on Snow Day</u>	<u>Additional Information</u>
1000	COUNTY BOARD	Closed	Non-essential	
1011	COUNTY EXECUTIVE-GENL OFFICE	Closed	Non-essential	
1018	DAS PERSONS WITH DISABILITIES	Closed	Non-essential	
1021	VETERANS SERVICE	Closed	Non-essential	
1040	COMM DEVELP BUS PTNERS	Closed	Non-essential	
1091	OFF OF AFRICAN AMER AFFAIRS	Closed	Non-essential	
1110	CIVIL SERVICE COMMISSION	Closed	Non-essential	
1120	PERSONNEL REVIEW BOARD	Closed	Non-essential	
1130	CORPORATION COUNSEL	Closed	Non-essential	
1140	HUMAN RESOURCES	Closed	Non-essential	
1150	DAS - RISK MANAGEMENT	Closed	Non-essential	
1151	DAS - FISCAL AFFAIRS	Closed	Non-essential	
1152	DAS - PROCUREMENT	Closed	Non-essential	
1160	DAS - IMSD	Closed	Non-essential	
1190	ECONOMIC DEVELOPMENT	Closed	Non-essential	
2000	COMBINED COURT RELATED OPER	Closed	Non-essential	
2430	DEPT OF CHILD SUPPORT	Closed	Non-essential	
3010	ELECTION COMMISSION	Closed	Non-essential	
3090	TREASURER	Closed	Non-essential	
3270	COUNTY CLERK	Closed	Non-essential	
3400	REGISTER OF DEEDS	Closed	Non-essential	
3700	COMPTRROLLER	Closed	Non-essential	
4000	SHERIFF	Open	essential	All Positions
4300	HOUSE OF CORRECTION	Open	See List	Majority of positions are defined as essential to the operation of the Department, if a Snow Emergency is declared. Department has a list of Non-essential positions.
4500	DISTRICT ATTORNEY	Closed	Non-essential	Please see department notice, since certain positions may be declared essential due to emergency or if Courts is in operation.
4800	OFFICE OF EMERGENCY MANAGEMENT	Open	essential	All Positions
4900	MEDICAL EXAMINER	Closed	Non-essential Except as Noted:	Forensic Investigators are considered essential.
5040	DOT--AIRPORT, GMIA, TIMMERMAN	Open	See List	Certain positions are defined as essential to the operation of the Airport, if a Snow Emergency is declared. Department has a list of essential/ Critical Positions.
5100	DOT--HIGHWAY MAINTENANCE	Open	essential	All Positions
5300	DOT--FLEET MANAGEMENT	Open	essential	All Positions
5700	DAS--FACILITIES MANAGEMENT	Closed	See List	Certain positions are defined as essential to the operation of the Facilities, if a Snow Emergency is declared. Department has a list of essential/ Critical positions.
5800	DOT--DIRECTORS OFFICE	Closed	Non-essential	
6300	DHHS - BEHAVIORAL HEALTH DIV	Open	See List	Certain positions are defined as essential to the operation of the BHD, if a Snow Emergency is declared. Department has a list of essential Positions.
7900	DEPARTMENT ON AGING	Closed	Non-essential	
8000	DEPT HEALTH AND HUMAN SVCS - except for Detention Center	Closed	Non-essential Except as Noted:	Certain positions are defined as essential to the operation of the DHHS, if a Snow Emergency is declared. Department has a list of essential Positions.
8000	DEPT HEALTH AND HUMAN SVCS - DETENTION CENTER	Closed	Non-essential Except as Noted:	Follow internal Detention Center directive, regarding severe weather.
9000	PARKS	Closed	Non-essential Except as Noted:	Certain positions are defined as essential to the operation of the Parks, if a Snow Emergency is declared. Department has a list of essential Positions.
9500	ZOOLOGICAL DEPARTMENT	Closed	Non-essential Except as Noted:	Certain positions are defined as essential to the operation of the Zoo, if a Snow Emergency is declared. Department has a list of essential Positions.
9910	UNIVERSITY EXTENSION SERVICE	Closed	Non-essential	