ADMINISTRATIVE PROCEDURE – College of Agriculture and Natural Resources

Sub-Units: Agricultural Experiment Station/University of Maryland Extension

Subject: Policy on Closing of Regional Centers, and County/City Offices

Effective Date: January 12, 2004 (Updated November 2007) (Updated January 2015)

A. Purpose and Applicability:

The purpose of this policy is to implement a procedure for closing Agricultural Experiment Station (AES) Regional Centers and University of Maryland Extension (UME) County/City offices due to hazardous weather conditions or emergency situations.

From time to time, AES Regional Centers and UME County or City offices may suspend operations or release employees because of an emergency such as: hazardous weather conditions, power failures and other events that would be considered an emergency situation(s).

B. Authorization to Close:

1. Hazardous Weather Conditions: In general, University of Maryland Extension offices located in each county and Baltimore city operate on the appropriate county or city government calendar and will be closed due to hazardous weather only if the county or city government announces a general closing of its offices. The Regional Centers will follow the weather closure for the county in which they are located. UME County AEDs, the City Extension Director (CED), Home and Garden Information Center (HGIC) head and AES Regional Center heads may close an office/facility if they deem a weather condition is hazardous to their specific location.

2. Emergency Situations: In unforeseen emergency situations, the County AEDs and the CED may close their office if it is determined that the situation is an emergency. The County AEDs and the CED shall immediately notify the Assistant Director of Operations (ADO) of the closure. The AES Center Head in concurrence with the UME Area
Extension Director (where appropriate) may close a Research and Education Center.

C. Notice and Approvals:

AES Center: Upon determining the Center will be closed for any of the above listed reasons, the Center Head shall notify the Dean of AGNR or his/her designee [Director, AGNR Office of Human Resources Management] in writing of the closure.

UME Office: Upon determining the UME office will be closed for any of the above listed reasons, the AEDs or CED designee must notify the ADO in writing for approval. The ADO shall notify the Dean of AGNR or his/her designee [Director, AGNR Office of Human Resources Management] of the closure.

*Notification MUST include the NAME, UID, and PHR APPOINTMENT UNIT of the affected employee(s) and the estimated length of time the office will be closed. Please remember to separate the list by faculty and staff.*

D. Reporting to Work:

1. In hazardous weather conditions, employees located in the county/city offices and the centers should listen to local radio stations or local television stations to determine whether the offices/centers will be closed.

2. In emergency situations, the AEDs, CED, Center Head or his/her designee shall notify each employee of the closing of the offices/centers.

E. Leave during Emergency Closing:

Administrative Leave: Upon closing of an office/center, employees will be paid administrative leave pending approval of the UMCP campus. The Dean or his/her designee [Director, AGNR Office of Human Resources Management] will request administrative leave for employees as needed. Time sheets are to reflect the actual amount of Administrative Leave approved for the individual office/center.
Pre-Approved Leave: Employees who are scheduled for approved annual, sick, personal, compensatory, or leave without pay (i.e. in a prior leave status) shall have their leave charged according to prior approved and scheduled leave on the day of the closure of the center or office. No administrative leave should be granted.

F. Contact: AGNR Office of Human Resources Management
   Phone: 301 405-0044
   Email: bduncan@umd.edu

Note:

Non-exempt AES and UME employees located at Centers or county/city offices must adjust their time entry to remove administrative leave should the University of Maryland College Park campus close and the AES/UME office remain open.

If the campus is closed or delayed the same as the county, city or regional center office, a request for administrative leave is not required because the time sheets will already be populated. However, the ADO’s office MUST be notified.