

## **ADMINISTRATIVE PROCEDURE - College of Agriculture and Natural Resources**

**Sub-Units:** Agricultural Experiment Station (AES)  
University of Maryland Extension (UME)

**Subject:** Procedure for Closing of Regional Centers and County or City Offices

**Effective Date:** January 12, 2004 (Updated November 2007), (Updated January 2015), (Updated December 2017)

**Reapproved:** 3/5/2019

### **A. Purpose and Applicability:**

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

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), or general administrative closings.

### **B. Authorization to Close:**

**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's Area Extension Directors (AEDs), 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.

**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 & Compliance Programs] 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 & Compliance Programs] 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:**

In hazardous weather conditions, employees located in the Centers, County or City offices should listen to local radio stations or local television stations to determine whether the center or offices will be closed.

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

#### **E. Leave During Emergency Closings:**

**Administrative Leave:** Upon closing of a center or office, 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 & Compliance Programs] will request administrative leave for employees as needed. Time sheets are to reflect the actual amount of Administrative Leave approved for the individual center or office.

**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. UMCP General Administrative Closings:**

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

If the UMCP campus and any AES Center, UME County or City offices are closed or delayed concurrently, a request for administrative leave is not required; time sheets will automatically be populated. However, the ADO's office must be notified.

#### **G. Essential Employees:**

Some "Essential" staff will be expected to report to work as usual. If eligible, essential employees that work will receive compensatory time or additional pay for the portion of their regularly scheduled shift that is covered by closures. This shall be in accordance

with the employee's overtime payment status and relevant personnel policy on work hours and overtime.

**H. Contact:**

College of Agriculture & Natural Resources  
Office of Human Resources Management & Compliance Programs  
Phone: 301 405-0044  
Email: [npruitt@umd.edu](mailto:npruitt@umd.edu)