November 30, 2010

DIRECTOR'S NEWS UPDATE

PROTECTING THE PUBLIC PROTECTING THE EMPLOYEES PROTECTING THE OFFENDERS PROTECTING PROTECTING THE EMPLOYEES PROT

Procedures for Absences Due to Hazardous Weather

With the winter season approaching, the central Personnel unit would like to remind staff of the procedures and regulations concerning absences due to hazardous weather.

In accordance with OP-110355, facilities/ units are responsible for developing local procedures which identify the staff essential for maintaining basic minimum services during hazardous weather, and ensuring that essential staff are notified of their status. Employees who are not identified as essential in local procedure may be directed at any time to report for work by the unit head, and the local appointing authority may also rescind the designation of an employee as essential at any time.

When a weather emergency exists, the Oklahoma Commissioner of Public Safety will authorize a reduction in services for the Oklahoma City metropolitan area (Canadian, Cleveland, Lincoln, Logan, McClain, Oklahoma, and Pottawatomie counties), and may authorize a reduction in services in other locations.

For all other counties, one upper manager (facility/district/unit head) is authorized to declare a reduction in services when hazardous weather is occurring or imminent. Attachment N of OP-110355 entitled "Designated Authorities for Hazardous Weather Closings" (attached) lists the upper manager designated for making such declarations and the affected units within each county.

When declaring a reduction in services, the designated upper manager will contact the other affected facility/district/unit heads by telephone and advise them of the beginning and ending times of the reduction. The starting time may not be prior to the time of the announcement, and the ending time will typically be no later than 5:00 p.m. on the affected day(s).

Immediate supervisors are **not** authorized to declare a reduction in services. A supervisor may approve a liberal leave policy during inclement weather; however, the employee must use personal time off (Annual, Comp,

Holiday, or work adjust) to cover the absence. Administrative Leave cannot be granted without an official reduction in services.

All regular classified and unclassified employees are eligible for administrative leave due to hazardous weather leave provided:

- Employees who are not responsible for providing basic minimum services (Non-Essential) and who were scheduled to work during the time period of the reduced services will use Administrative Leave (coded as “AE” and “AU” on the time/leave sheet). Non-Essential employees who are absent from work during the reduced services on any previously approved leave may not earn or use Administrative Leave.

- Employees who have been identified as responsible for providing basic minimum services (Essential) shall accrue administrative leave on a straight time basis for all hours worked during such a reduction (up to a maximum of 8 hours per day). Employees will not accrue administrative leave for work performed during overtime hours or on a holiday.

- Administrative Leave must be taken within 180 days of its accrual or the employee will be paid for the leave. Non-Essential employees who report to work will not accrue administrative leave.

- Essential employees who do not report to work during an authorized reduction of services may be charged with unauthorized absence or granted the following options (in any combination) to account for the absence:

a. Compensatory time (FLSA Exempt employees only)

b. Annual leave

c. Holiday

d. Make up the lost time in a manner consistent with the FLSA, if office hours and schedules permit.

- Temporary employees are not eligible for administrative leave and will not be paid for lost time unless it is made up.

Designated Authorities for Hazardous Weather Closings

County	Facilities/Units	Designated Authority
Adair	Northeast District P&P Sub-Office	District Supervisor, NEDCC
Alfalfa	James Crabtree CC	Warden, James Crabtree CC
Atoka	Howard McLeod CC; Mack Alford CC; Southeast District P&P Sub-Office	Warden, Mack Alford CC
Beaver	Beaver CWC	District Supervisor, NWDCC
Beckham	Elk City CWC; Sayre CWC; Northwest District P&P Sub-Office	District Supervisor, NWDCC
Blaine	Northwest District P&P Sub-Office	District Supervisor, NWDCC
Bryan	Southeast District P&P Sub-Office	District Supervisor, SEDCC
Caddo	Southwest District P&P Sub-Office	District Supervisor, SWDCC
Canadian	Union City CCC; Northwest District P&P Sub-Office	Commissioner of Public Safety
Carter	Ardmore CWC; Healdton CWC; Southeast District P&P Sub-Office	District Supervisor, SEDCC
Cherokee	Northeast District P&P Sub-Office	District Supervisor, NEDCC
Choctaw	Southeast District P&P Sub-Office	District Supervisor, SEDCC
Cimarron	N/A	N/A
Cleveland	Classification & Population; Lexington A & R; Joseph Harp CC; Southwest District P&P Sub-Office	Commissioner of Public Safety
Coal	Southeast District P&P Sub-Office	District Supervisor, SEDCC
Comanche	Lawton CCC; Southwest District P&P Office	District Supervisor, SWDCC
Cotton	Walters CWC	District Supervisor, NWDCC
Craig	Northeast Oklahoma CC; Northeast District P&P Sub-Office	Warden, Northeast Okla. CC
Creek	Northeast District P&P Sub-Office	District Supervisor, NEDCC
Custer	Northwest District P&P Sub-Office	District Supervisor, NWDCC
Delaware	Northeast District P&P Sub-Office	District Supervisor, NEDCC
Dewey	N/A	N/A
Ellis	N/A	N/A
Garfield	Enid CCC; Northwest District P&P Office	District Supervisor, NWDCC
Garvin	Southwest District P&P Sub-Office	District Supervisor, SWDCC
Grady	Southwest District P&P Sub-Office	District Supervisor, SWDCC
Grant	N/A	N/A
Greer	Mangum CWC; Oklahoma State Reformatory; Northwest District P&P Sub-Office	Warden, Oklahoma State Reformatory
Harmon	Hollis CWC	District Supervisor, NWDCC
Harper	N/A	N/A
Haskell	Southeast District P&P Sub-Office	District Supervisor, SEDCC
Hughes	Earl Davis CWC; Southeast District P&P Sub-Office	District Supervisor, SEDCC
Jackson	Altus CWC; Southwest District P&P Sub-Office	District Supervisor, SWDCC
Jefferson	Waurika CWC; Southwest District P&P Sub-Office	District Supervisor, SWDCC
Johnston	Southeast District P&P Sub-Office	District Supervisor, SEDCC
Kay	Northwest District P&P Sub-Office	District Supervisor, NWDCC
Kingfisher	Northwest District P&P Sub-Office	District Supervisor, NWDCC
Kiowa	Hobart CWC; Southwest District P&P Sub-Office	District Supervisor, SWDCC
Latimer	Southeast District P&P Sub-Office	District Supervisor, SEDCC

County	Facilities/Units	Designated Authority
LeFlore	Jim E. Hamilton CC; Southeast District P&P Sub-Office	Warden, Jim E. Hamilton CC
Lincoln	Southeast District P&P Sub-Office	Commissioner of Public Safety
Logan	Northwest District P&P Sub-Office	Commissioner of Public Safety
Love	N/A	N/A
Major	N/A	N/A
Marshall	Madill CWC; Southeast District P&P Sub-Office	District Supervisor, SEDCC
Mayes	N/A	N/A
McClain	N/A	Commissioner of Public Safety
McCurtain	Idabel CWC; Southeast District P&P Sub-Office	District Supervisor, SEDCC
McIntosh	Southeast District P&P Sub-Office	District Supervisor, SEDCC
Murray	Southeast District P&P Sub-Office	District Supervisor, SEDCC
Muskogee	Eddie Warrior CC; Jess Dunn CC; Muskogee CWC; Northeast District P&P Office	Warden, Taft Unit
Noble	Northwest District P&P Sub-Office	District Supervisor, NWDCC
Nowata	Northeast District P&P Sub-Office	District Supervisor, NEDCC
Okfuskee	John Lilley CC	Warden, John Lilley CC
Oklahoma	Administrative and Divisional offices; Central District Community Corrections; Clara Waters CCC; Hillside CCC; Kate Barnard CCC; Oklahoma City CCC	Commissioner of Public Safety
Okmulgee	Northeast District P&P Sub-Office	District Supervisor, NEDCC
Osage	Dick Conner CC; Northwest District P&P Sub-Office	Warden, Dick Conner CC
Ottawa	Northeast District P&P Sub-Office	District Supervisor, NEDCC
Pawnee	Northwest District P&P Sub-Office	District Supervisor, NWDCC
Payne	Northwest District P&P Sub-Office	District Supervisor, NWDCC
Pittsburg	Institutions Administration; Jackie Brannon CC; Oklahoma State Penitentiary; Southeast District P&P Office	Deputy Director, Institutions
Pontotoc	Southeast District P&P Sub-Office	District Supervisor, SEDCC
Pottawatomie	Mabel Bassett CC; Southeast District P&P Sub-Office	Commissioner of Public Safety
Pushmataha	Southeast District P&P Sub-Office	District Supervisor, SEDCC
Roger Mills	N/A	N/A
Rogers	Northeast District P&P Sub-Office	District Supervisor, NEDCC
Seminole	N/A	N/A
Sequoyah	Northeast District P&P Sub-Office	District Supervisor, NEDCC
Stephens	Southwest District P&P Sub-Office	District Supervisor, SWDCC
Texas	Northwest District P&P Sub-Office	District Supervisor, NWDCC
Tillman	Frederick CWC; Southwest District P&P Sub-Office	District Supervisor, SWDCC
Tulsa	Tulsa County District P&P Office; Northeast District P&P Sub-Office; Procedures Unit	District Supervisor, TCDCC
Wagoner	N/A	N/A
Washington	Northeast District P&P Sub-Office	District Supervisor, NEDCC
Washita	Northwest District P&P Sub-Office	District Supervisor, NWDCC
Woods	Bill Johnson CC; Northwest District P&P Sub-Office	Warden, Bill Johnson CC
Woodward	William S. Key CC; Northwest District P&P Office	Warden, William S. Key CC