

<b>ONEIDA TRIBE OF WISCONSIN STANDARD OPERATING PROCEDURE (SOP)</b>	TITLE: Emergency Closings	ORIGINATION DATE: 12/16/2009 REVISION DATE: 11/06/2012 EFFECTIVE DATE: After last signature
AUTHOR: HRD	APPROVED BY: Compensation and Employment Director <i>Marguerite J. Close</i>	DATE: 11-8-2012
DEPARTMENT: ALL	APPROVED BY:	DATE
DIVISION: ALL		
PRD REFERENCE NUMBER: PRD-003	COMPLIANCE REVIEW BY: PRD <i>M. J. Close</i>	DATE: 11/8/12
PAGE NO: 1 of 2	APPROVED BY: HRD Manager <i>Stalder R. Daulton</i>	DATE: 11/8/12

## 1.0 PURPOSE

- 1.1 To standardize the communication and compensation of emergency closings.
- 1.2 These closings are short-term solutions to handling emergencies and are not meant to last more than one (1) working day.

## 2.0 DEFINITIONS

- 2.1 **Emergency Closing:** Unexpected closure of Tribal division, departments or business units due to, but not limited to, one (1) or more of the following reasons:
  - 2.1.1 Building System Failures
  - 2.1.2 Epidemic Illnesses
  - 2.1.3 Hazardous Weather Conditions
- 2.2 **General Manager (GM) Level:** The highest level in the chain-of-command under the Oneida Business Committee **OR** Chairperson/President of Boards, Committees, and Commissions that supervise employees. This currently includes the following positions:
  - 2.2.1 Chief Financial Officer
  - 2.2.2 Chief Counsel
  - 2.2.3 Comprehensive Health Division Director
  - 2.2.4 Development Division Director
  - 2.2.5 Environmental Health Division Director
  - 2.2.6 Gaming GM
  - 2.2.7 Governmental Services Division Director
  - 2.2.8 Housing Authority Executive Director
  - 2.2.9 HRD Area Manager
  - 2.2.10 Internal Services Division Director
  - 2.2.11 Land Management Division Director
  - 2.2.12 Medical Director
  - 2.2.13 Retail Profit Area Manager
  - 2.2.14 Appointed or Elected Board, Committee or Commission Chairperson or President who supervise Tribal employees

### **3.0 WORK STANDARDS / PROCEDURES**

#### **Management**

- 3.1 Prior to requesting an emergency closure, the appropriate GM Level position may attempt to redirect work to another work site.
- 3.2 The appropriate GM Level position will request approval of an emergency closing from the following level of authority:
  - 3.2.1 Tribal Chairperson
    - 3.2.1.1 If the Chairperson is absent, the Vice-Chairperson may approve.
    - 3.2.1.2 If both the Chairperson and Vice-Chairperson are absent, three (3) members of the Oneida Business Committee may approve.
- 3.3 If the closure is approved, the appropriate GM Level position will be responsible for the following communication:
  - 3.3.1 Organizational – Contact the Communications Department at [www.Communications\\_Department@OneidaNation.org](mailto:www.Communications_Department@OneidaNation.org).
  - 3.3.2 Employee – Contact employee utilizing phone, email, text messages, etc...

#### **All Employees**

- 3.4 Employees may not work during an emergency closure within their work unit.
  - 3.4.1 Exceptions to this rule may be made for those locations which require specific staffing levels. These departments and/or locations include, but are not limited to the following:
    - 3.4.1.1 Anna John Nursing Home
    - 3.4.1.2 Internal Security
    - 3.4.1.3 Police Department
    - 3.4.1.4 Surveillance
    - 3.4.1.5 Departments with 24 hour operations
  - 3.4.2 The appropriate GM Level position will request approval of this exception to the same level of authority as stated in **3.2.1**.

#### **Non-Exempt (Hourly) Employees**

- 3.5 Non-exempt employees affected by the emergency closure will not be paid for the date and time of closure.
- 3.6 Non-exempt employees may use Personal, Vacation, Banked or Donated hours to cover the date and time of closure.
  - 3.6.1 In accordance with the Timekeeping SOP, non-exempt employees with insufficient Personal, Vacation, Banked or Donated hours may use Flex Time with supervisory approval.

#### **Exempt Employees**

- 3.7 Exempt employees shall be required to use Personal, Vacation, Banked or Donated hours to cover the date and time of closure.
  - 3.7.1 Exempt employees with insufficient Personal, Vacation, Banked or Donated hours will be fully compensated for the date and time of closure.

### **4.0 REFERENCES**

- 4.1 Emergency / Disaster Communication Plan SOP
- 4.2 Personnel Policies and Procedures, Section IV.2.b.1)
- 4.3 Timekeeping SOP