

ADMINISTRATIVE PROCEDURE – College of Agriculture and Natural Resources

Sub-Unit: Agricultural Experiment Station/Maryland Cooperative Extension

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

Effective Date: January 12, 2004 (Updated November 26, 2007)

A. Purpose and Applicability:

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

From time to time, the AES Centers and MCE County/Regional 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 the Office:

1. ***Hazardous Weather Conditions:*** In general, Maryland Cooperative 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 Research Centers will follow the weather closure for the county in which they are located. MCE County/City Directors and AES 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/City Extension Director may close their office if the CED determines that the situation is an emergency. The County/City Extension Director shall immediately notify the Regional Extension Director of the closure. The AES Center Head in concurrence with the MCE Regional Extension Director (where appropriate) may close a Research and Education Center.
3. ***Notice and Approvals:***
 - a. ***MCE Office:*** Upon determining the MCE office will be closed for any of the above listed reasons, the CED or designee must notify the RED in writing for approval. The RED shall notify the Dean of AGNR or his/her designee [Director, AGNR Office of Human Resources Management] of the closure. Notification shall include the names of the affected employees and the estimated length of time the office will be closed.

b. ***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. Notification shall include the names of the affected employees and the estimated length of time the office will be closed.

c. 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 CED, RED, Center Head or his/her designee shall notify each employee of the closing of the office/center.

D. Leave during Emergency Closing:

1. ***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. Timesheets are to reflect the actual amount of Administrative Leave approved for the individual office/center.

Note: Non-exempt AES and MCE 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/MCE office remain open.

2. ***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 for on the day of the closure of the center or office. No administrative leave should be granted.

E. Contact: Barbara Duncan
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