

MEMORANDUM

State of Alaska

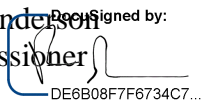
Department of Transportation & Public Facilities
Office of the Commissioner

TO: All Commissioners
All Administrative Services Directors

DATE: September 5, 2023

TELEPHONE NO: 907-465-3900

FROM: Ryan Anderson
Commissioner

Resigned by:

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SUBJECT: Internal Procedure for
Office Closures

The following procedure applies when inclement weather, uninhabitable office conditions, environmental or emergency events occur (including internal agency events or situations).

A facility manager or division leader may request an action if he or she believes a building closure is warranted by submitting an office closure questionnaire through the DOT&PF Office Closure website: <https://dot.alaska.gov/dfs/leasing/office-closure.shtml>

This request will be received by the office closure team, who will coordinate with the appropriate entities (local law enforcement, school officials, DOT&PF maintenance and operations staff, building managers), as well as the requestor, to determine the appropriate action including:

- denial of the request
- delayed start (will monitor hourly for updated info)
- early release or staggered early release
- singular or regional office closure
- situational telework in combination with or without office closure.

The office closure team will recommend the action to the Commissioner or Deputy Commissioner of the Alaska Department of Transportation & Public Facilities, for a final determination. Once a determination has been made, the office closure team will circulate a public announcement via the state's website, GovDelivery text/email notification system (subscription service), and the state's office closure hotline will be updated with the new information.

If severe weather is predicted, employees must prepare to work from their alternate work site on a day when unscheduled telework is authorized, including taking their state laptop and cell phone home with them, if applicable.

Employees may be given an option to telework or report to their duty station. If offices are closed, and if work can proceed at the teleworking work site(s), then the employee may not be excused from duty even if other employees are ineligible for telework elsewhere have been released or excused from reporting. After an announcement is made, as soon as practicable, a closed office that serves the public should display a closure sign on the door and message on the main phone with expected duration of closure and contact info in case of emergency.

If in the unusual event that there is no response after a request is submitted, or an event requires immediate attention, a facility manager or division leader should reach out to the DOT&PF Commissioner's Office directly.

Attachment: DOT&PF office closure team contact information

Office Closure Team

Deputy Commissioner, or delegate, shall make the final decision on all office closures.

State Leasing & Facilities Manager or **Leasing Contracting Officer IV** shall be responsible to:

1. Review all closure requests within 10 minutes of receipt during regular business hours. After hour requests are monitored periodically and will take longer to respond to.
2. Contact appropriate entities in each region affected to determine if the employee request is valid.
3. Submit a clear recommendation including a list of contacts that were made to the Deputy Commissioner, or their Designee.
4. Send out notifications to affected regions via the State of Alaska website, and GovDelivery text/email notification system.
5. Track all closure requests due to inclement weather, uninhabitable office conditions, environmental or emergency events, including those approved and denied.

Secure Badge Team shall be responsible to review requests indicating a possibly keycard accommodation. Doors on a time-stamp may need to be edited to ensure an office is secure and not open to the public during a closure event.

Human Resource Consultant VI, or delegate, shall be responsible to collaborate with state agencies requesting to close for an internal event or situation. Under DOPLR direction, state agencies must establish a policy that defines the appropriate levels of approval, a timeline of request submission, and a procedure to address employee and bargaining unit concerns.

Process of Authority Delegation:

Deputy Commissioner, or delegate, will make the final decision within 30 minutes unless unavailable, in which case the decision will fall to State Leasing & Facilities Manager, or Leasing Contracting Officer IV in respective order.

Office Closure (Payroll Reminders):

DFS will not be sending out any specialized guidance for individual office closure scenarios. Please refer any questions to the instructions provided on payroll's webpage. Link below. Office closures are considered time worked and paid using code 100W however, the hours are not used for overtime calculation.

[Office Closure & Early Leave, DOA-DOF Payroll Services \(alaska.gov\)](https://alaska.gov/office-closure-early-leave)

If you have any questions about office closures contact the Department of Transportation and Public Facilities, DFS Office: 907- 269-0038.

CC: All Commissioners
Director, Division of Facilities Services
State Leasing Manager