



Workforce Issuance

100 DCS 08.117.1

Policy Information

To: Chief Elected Officials
MassHire Workforce Board Chairs
MassHire Workforce Board Directors
MassHire Career Center Directors
MassHire Fiscal Officers
MDCS Operations Managers

cc: WIOA State Partners

From: Alice Sweeney, Director
MassHire Department of Career Services

Date: February 1, 2021

Subject: **MassHire Career Center Situational Office Closings - REVISED**

Purpose: To notify MassHire Workforce Boards, MassHire Career Center Operators and other workforce investment partners of revisions to the MassHire Career Center Situational Office Closings policy. This policy is intended to provide guidance regarding situational Career Center office closings relative to: adverse weather conditions, Career Center-specific emergency closings, holiday office closings and office closings for staff training and meeting purposes.

The policy has been revised to incorporate guidance related to state employees who must follow the [Commonwealth's Telework policy](#)

Background: The MassHire Career Centers throughout the Commonwealth are staffed by employees from various employers of record; this policy is intended to provide consistent guidance to Career Center management by the Commonwealth as it pertains to ensuring MassHire Department of Career Services (MDCS) employees are in compliance with the Massachusetts Executive Office of Administration and Finance, Human Resources Division (HRD) policies regarding time and

attendance. Along with all factors taken into consideration, common sense should prevail.

Policy: The Commonwealth must ensure that services are readily available to MassHire Career Center customers and the public in general while ensuring the safety and well-being of its employees. It is evident that certain situations will arise, either statewide or specific to a local region that will necessitate the closing of some or all MassHire Career Center physical facilities. However, those employees capable to telework will not be excused from work.

ADVERSE WEATHER CLOSINGS

The closing of a MassHire Career Center or Centers may result from extreme weather conditions, including but not limited to extreme heat, extreme cold, ice and severe storms (rain, snow, sleet).

Weather-related closings may be authorized by the state or at the local level as described in the following examples:

COMMONWEALTH ISSUED ADVERSE WEATHER CLOSINGS

If the Governor has made a determination requiring the closure of some or all of State facilities and operations:

- State employees who are scheduled to telework the is not excused from work and must work as scheduled at home on the approved telework day. Any typical limitations on telework regarding dependent care will be suspended under these circumstances. State employees who telework should use the time reporting code **TEL**. Teleworking employees **shall not** use the WEA code for a snow/weather emergency.
- State employees who were scheduled to report on-site but are unable to do so due to a state of emergency or office closure will be expected to telework and use the time reporting code **TEL**. Any typical limitations on telework regarding dependent care will be suspended under these circumstances. Teleworking employees **shall not** use the WEA code for a snow/weather emergency.
- State employees who have the capability to telework but do not do so during a weather emergency or office closure shall bring their absence to the attention of their supervisor and must **use accrued leave time**.

- State employees unable to telework for any reason shall bring their absence to the attention of their supervisor. MDCS will inform the local management teams of the appropriate protocols for recording staff time and attendance.
- State employees who have approved time off on the day of the snow/weather emergency shall use the applicable time reporting code. For example, an employee with prior approval for a vacation or personal day on the day of the snow emergency, shall use the appropriate time code, **VAC** or **PER**.
- The Executive Office of Labor and Workforce Development (EOLWD) Adverse Weather/Emergency line 1-617-626-6277 will be updated to reflect the office closures.
- Mass.gov will post the announcement on the main page.
- MDCS will post information on its website www.mass.gov/massworkforce
- If meetings or training sessions have been scheduled, attendees should check the Training and Meeting Message line at 617-626-5250 to determine the status of training classes or meetings.

LOCALLY ISSUED ADVERSE WEATHER CLOSINGS

The protocols below should be followed in the event that a MassHire Career Center is closed by the local Chief Elected Official (CEO), MassHire Workforce Board or local MassHire Career Center Management Team as a result of adverse weather conditions or emergencies.

- MassHire Board or Career Center Director must notify MDCS of the closing and the compelling reason for the closing - DCSChangeNotification@detma.org.
- The MassHire Career Center should notify the MassHire Workforce Board and CEO (in cases where the CEO or Board did not make the decision) as well as local partners with co-located staff.
- The MassHire Career Center must post closure information on the Career Center website and to the extent possible, post signs, in highly visible locations onsite at the Career Center, including but not limited to the front door, notifying customers of the closing.
- MDCS will post information on its website www.mass.gov/massworkforce

- MDCS and local management teams will apprise local MDCS staff of the appropriate options:
 - State employees already scheduled to telework must work as scheduled at home on the approved telework day. Any typical limitations on telework regarding dependent care will be suspended under these circumstances. Use time reporting code **TEL**.
 - State employees who were scheduled to report on-site will be expected to telework and use the time reporting code **TEL**. Any typical limitations on telework regarding dependent care will be suspended under these circumstances.
 - State employees who have capability to telework but do not do so shall bring their absence to the attention of their supervisor and must **use accrued leave time**.
 - State employees unable to telework for any reason shall bring their absence to the attention of their supervisor. MDCS will inform the local management teams of the appropriate protocols for recording staff time and attendance.
 - State employees who have approved time off on the day of the snow/weather emergency shall use the applicable time reporting code **PER** or **VAC**
 - If meetings or training sessions have been scheduled, attendees should check the Training and Meeting Message line at 617-626-5250 to determine the status of training classes or meetings.

LOCAL SITUATIONAL CLOSINGS

In cases of locally determined situational closings that are related to an emergency condition (for example, burst pipes, HVAC failures etc.), the protocols outlined above for locally issued adverse weather closings apply.

- MassHire Board or Career Center Director must notify MDCS of the closing and the compelling reason for the closing - DCSChangeNotification@detma.org.
- The MassHire Career Center should notify the MassHire Workforce Board and CEO (in cases where the CEO or Board did not make the decision) as well as local partners with co-located staff.

- The MassHire Career Center must post signs on-site at the Career Center in highly visible locations, including but not limited to the front door, notifying customers of the closing and also post closure information on the Career Center website.
- MDCS will post information on its website www.mass.gov/massworkforce
- MDCS and local management teams will apprise local MDCS staff of the appropriate options:
 - State employees already scheduled to telework must work as scheduled at home on the approved telework day. Any typical limitations on telework regarding dependent care will be suspended under these circumstances. Use time reporting code **TEL**.
 - State employees who were scheduled to report on-site will be expected to telework and use the time reporting code **TEL**. Any typical limitations on telework regarding dependent care will be suspended under these circumstances.
 - State employees who have capability to telework but do not do so shall bring their absence to the attention of their supervisor and must **use accrued leave time**.
 - State employees unable to telework for any reason shall bring their absence to the attention of their supervisor. MDCS will inform the local management teams of the appropriate protocols for recording staff time and attendance.
 - State employees who have approved time off on the day of the snow/weather emergency shall use the applicable time reporting code **PER** or **VAC**
- If meetings or training sessions have been scheduled, attendees should check the Training and Meeting Message line at 617-626-5250 to determine the status of training classes or meetings.

HOLIDAY OFFICE CLOSINGS

A MassHire Career Center may have holiday office closings that differ from the Commonwealth's holiday office closings; in those instances:

- MassHire Career Center holiday office closure decisions should be made in consultation with the MassHire Workforce Board and CEO, as appropriate.

- Career Center Management should notify MDCS of the holiday hours of operation using the Workforce System Change Notification Form that is located in MDCS Policy DCS 100 05.101.1:
[DCS-Policy 05-101-1A Workforce System Change Notification Form](#)
- Partners with co-located staff should be provided advance notice of the planned closure.
- At a minimum of 1 week prior to the closure, the Career Center must post signs on-site at the Career Center notifying customers of the closing and also post closure information (a minimum of 1 week prior) on the Career Center website.
- MDCS will post information on its website
www.mass.gov/massworkforce
- MDCS and local management teams will apprise local MDCS staff of the appropriate options:
 - State employees already scheduled to telework must work as scheduled at home on the approved telework day. Any typical limitations on telework regarding dependent care will be suspended under these circumstances. Use time reporting code **TEL**. If approved by supervisor may use accrued time reporting time code **VAC** or **PER**.
 - State employees who were scheduled to report on-site will be expected to telework and use the time reporting code **TEL**. Any typical limitations on telework regarding dependent care will be suspended under these circumstances. If approved by supervisor may use accrued time reporting time code **VAC** or **PER**
 - State employees unable to telework for any reason shall bring their absence to the attention of their supervisor. MDCS will inform the local management teams of the appropriate protocols for recording staff time and attendance.
 - State employees unable to telework for any reason shall bring their absence to the attention of their supervisor. MDCS will inform the local management teams of the appropriate protocols for recording staff time and attendance.

- State employees who have approved time off on the day of the snow/weather emergency shall use the applicable time reporting code **PER** or **VAC**

LOCAL STAFF MEETINGS/TRAININGS

For local MassHire Career Center meetings/trainings that require the closure of the Center for the purpose of a full staff meeting or training:

- Career Center Management should notify MDCS of the planned closure using the Workforce System Change Notification Form that is located in MDCS Policy DCS 100 05.101.1. 5: [DCS-Policy 05-101-1A Workforce System Change Notification Form](#)
- Partners with co-located staff should be provided advance notice of the planned closure.
- At a minimum of 1 week prior to the closure, the Career Center must post signs on-site at the Career Center notifying customers of the closing and also post closure information (a minimum of 1 week prior) on the Career Center website.
- MDCS will post information on its website www.mass.gov/massworkforce .
- MDCS staff will record regular time as MDCS staff is expected to participate in all required meetings and trainings.
- DUA and Partners will be informed in advance of the meetings/trainings and management will determine whether it is appropriate for their staff to attend. In cases where the meeting/training is not applicable to DUA or other Partner staff, those staff will be able to report to their regularly scheduled workstations.
- For every local training, the organizers should create a contact list that includes all planned attendees for the purpose of notification in cases of emergency cancellation.
- Attendees should check the MDCS Training and Meeting Message line at 617-626-5250 to determine the status of training classes or meetings.

MDCS SPONSORED MEETINGS/TRAININGS

For MDCS-sponsored meetings/trainings that occur throughout the year, such as the Workforce Partners meeting, held bi-monthly on the first Wednesday of the month, MDCS Partner Cross-Training, etc. that require the cancellation of the meeting or training due to weather, emergency closing of the space where the event is occurring:

- MDCS will post information on its website.

- Attendees should check the MDCS Training and Meeting Message line at 617- 626-5250 to determine the status of training classes or meetings.

Action

Required: Please assure that all staff persons are knowledgeable of the content of this Policy Issuance.

Effective: Immediately.

Inquiries: Please direct all inquiries to PolicyQA@detma.org; please indicate Issuance number and description.

Non-Active