



University of Connecticut Health Center

POLICY NUMBER 2001-01

March 1, 2006

**POLICY: EARLY CLOSINGS, LATE OPENINGS, AND GENERAL CLOSING
UCHC CORRECTIONAL MANAGED HEALTH CARE
POLICIES AND PROCEDURES:**

NUMBER: UCHC A.1 Effective Date: 2/4/99 Page 1 of 2
Formulated Date: 2/4/99
Revised Dates: 11/1/01, 12/10/04, 3/1/06
Reviewed (Dates if not Revised)

POLICY STATEMENT:

University of Connecticut Health Center/Correctional Managed Health Care (UCHC/CMHC) shall establish procedures for personnel regarding early closings, late openings and general closings involving UCHC employees both at UCHC and Department of Correction (DOC) correctional facilities.

The decision to close non-essential service units or modify work schedules will be made by the Chief Administrative Officer of the Health Center. **General closing announcements from any other State office, including the Governor's office or the Department of Correction, do not constitute authorization for any Health Center unit to close or any Health Center employee to be absent from work.** The Health Service Administrator will communicate any closing information to individual facilities. Employees may also call the **Health Center information line at (860) 679-2001.**

CMHC staff assigned to the UConn Health Center Farmington site shall be identified as non-essential unless individually specified by the Executive Director of CMHC. Facility based CMHC **non-essential** employees shall be non-hazardous duty and/or HIV Substance Abuse Counselors and NP-3 bargaining unit employees. All other facility-based employees shall be considered essential consistent with the Department of Correction Administrative Directive 2.20. Health Service Administrators are also considered essential employees. As of 12/12/05, X-ray Technicians are considered essential employees.

On occasion , there may be the need to close a specific area, building, or facility housing Health Center employees due to a significant building malfunction or other serious incident. In those cases the decision to close will be made by the CMHC Executive Director, in consultation with the Director of Public Safety, Associate Vice President of Facilities Management, Associate Vice President of Human Resources and Chief Administrative Officer, and communicated to employees through the Health Services Administrator.

PROCEDURE:

Only non-essential employees immediately affected will be granted time off (at work or scheduled to report to work). All other time off shall be charged to an appropriate leave designation with the approval of the Health Service Administrator. Specific instructions about time sheets will be communicated after each closing.

Essential employees shall be required to report for work, regardless of their work location unless scheduled or granted time off. Should an essential employee be unable to report, the employee must notify the Health Services Administrator in advance of the start of their scheduled shift, in accordance with Administrative Directive 2.11, Employee Dependability. An employee may request use of a personal leave day to authorize the absence from duty. An employee who is denied use of a personal leave day and ordered to report to work, but does not report, shall be considered to be on unauthorized leave.

A non-essential employee who was authorized to report during a general closing shall be compensated in accordance with contractual requirements and Health Center policy.

References: Dept. of Correction, Administrative Directive 2.11, Employee Dependability and Administrative Directive 2.20, Early closings, Late Openings, and General Closing; UCHC Closing Policy and Addendum.

David Budlong (signed)	3/20/06
_____	_____
CMHC Executive Director	Date
Mark Buchannan (signed)	3/17/06
_____	_____
CMHC Medical Director	Date
Peter Deckers, M.D. (signed)	3/31/06
_____	_____
Executive Vice President for Health Affairs	Date

**Replaces: UCHC A.1 dated February 4, 1999, #2001-1, November 1, 2001,
December 10, 2004.**