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## State of Oregon

### LEGISLATIVE BRANCH PERSONNEL RULES

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#### **Legislative Branch Personnel Rule 29: Building or Office Closure or Curtailment**

**APPLICABILITY:** This rule applies to all members of the Legislative Assembly and to all employees of the Legislative Branch. This rule does not apply to the operations of district offices.

(1) **Branch closure.** The Legislative Branch may curtail services and close facilities only under hazardous conditions or inclement weather.

(2) **Definitions.** As used in this rule:

(a) “Closure” means a temporary cessation of operations.

(b) “Curtailment” means a temporary change in operations. Curtailment may involve continuing some but not all ~~of~~ the operations of a legislative agency or parliamentary office.

(c) “Hazardous conditions” means internal or external workplace conditions that interfere with normal operations, including but not limited to the presence of hazardous chemicals, flood, fire, earthquake or contagious illness and other safety issues.

(d) “Inclement weather” means extreme weather conditions that interfere with normal agency operations.

(3) **Designated officials to determine curtailments and closures; reason for curtailment or closure.**

(a) The Legislative Administrator, in consultation with leadership offices, may curtail or close legislative agency and parliamentary office operations or close the State Capitol for hazardous conditions, inclement weather or other situations to ensure the health or safety of employees or the public.

(b) The Legislative Administrator shall base decisions to curtail services or close legislative agency or parliamentary office operations or the State Capitol facilities on information including but not limited to road conditions, as announced by the Department of Transportation, weather forecasts, public health or safety alerts, building conditions, the accessibility of exits and parking areas and discussions with other local government officials regarding the status of other building conditions in the area.

(4) **Essential personnel.** Agency heads and parliamentarians may designate personnel who are essential to operations during curtailment or closure of operations. Legislative agencies and parliamentary offices shall notify essential personnel that they are required to report, as directed, regardless of curtailment or closure. Agencies and offices shall provide essential personnel with instructions on how to proceed in the event of curtailment or closure.

**(5) Notification procedure.**

(a) If a curtailment or closure decision is made before the start of the work day, the Legislative Administrator shall notify media outlets by 5:00 a.m. or, if the decision is made after 5:00 a.m., as soon as is practicable.

~~Employees may call the Building Information line at (503) 986-1178 for information about unplanned curtailment or closure of operations or official building closure. Employees may also get information about curtailments or closures on the legislative website. Legislative agencies and parliamentary offices may develop additional internal procedures for notifying employees and the public of unplanned curtailment or closure of services.~~

(b) As soon as the ~~If the~~ Legislative Administrator decides to curtail or close legislative operations, the Legislative Administrator shall notify the legislative website editor and Facilities Services Director to begin the notification process. Employees have the following options for closure or curtailment notifications:

(A) Capitol Information line at (503) 986-1178;

(B) Legislative website;

(C) Local media outlets; or

(D) Legislative agencies and parliamentary offices may develop additional internal procedures for notifying employees and the public of unplanned curtailment or closure of services.

~~(c) If a curtailment or closure decision is made before the start of the work day, the Legislative Administrator shall notify media outlets by 5:00 a.m. or, if the decision is made after~~

~~5:00 a.m., as soon as is practicable.~~

~~(d)~~ Legislative Administration shall establish communication procedures for employees who start work at or prior to 6:00 a.m.

(6) **Personal safety.** Except as provided in subsection (4) of this rule, employees are responsible for their own personal safety and should make their own decisions about reporting to work during periods of inclement weather or when hazardous conditions exist.

(7) **Leave.** Whether leave with pay is granted for periods of closure or curtailment is determined under LBPR 17-(10) and the Temporary Interruption of Employment Guide for Capitol Closure found on the Legislative Intranet under Human Resources ~~(TIE)~~.

Approved: ~~1-16-2016~~ DRAFT