

UPSTATE WORKFORCE BOARD

Internal Emergency Notification Procedure

This policy delineates the process for Upstate Workforce Board staff notification when there is a change in operational status of the office during emergency situations. The policy also describes the process for informing our funded program directors.

Events/Incidents that may require use of notification procedures include but are not limited to:

- ✓ Inclement Weather (snow, ice, severe storms, tornadoes, flooding, etc.)
- ✓ Utility Changes
- ✓ Criminal Activity (bomb threat, intruder, lock-down, terrorist attack, etc.)
- ✓ Fire
- ✓ Any other condition, event or incident that may affect the operation of any county government building or facility

Preface: The Upstate Workforce Board chose Spartanburg County in 2003 to be its Fiscal Agent and in doing so, staff are on payroll through Spartanburg County as permanent or temporary. Upstate Workforce Board staff will follow the Spartanburg County Emergency Notification policy as below.

1. Spartanburg County has a phone system in place that will call the Executive Director and Associate Director and leave a recording should the operation status of Spartanburg County change. This only occurs when there is a change from our normal business hours. A message was sent to the Spartanburg County Emergency Manager on October 2, 2017, giving the current phone numbers of the Executive Director and Associate Director so they could be placed in the Emergency Management System. Should either of these numbers change, the Executive Director will inform the Spartanburg County Emergency Manager as soon as possible.
2. The Upstate Workforce Board's Associate Director will call or text all staff of the Upstate Workforce Board with the change in schedule. If the Upstate Workforce Board's Associate Director is on leave, the Executive Director will call or text all staff. DO NOT call 911 for information on closings or delays. It is imperative that staff advise both the Executive Director and Associate Director of changes in phone numbers.
3. In addition to the above notification, Spartanburg County also sends the operational status to local media outlets. Depending on the timing of the call, an employee may find out about the operational status this way.
4. The Associate Director should text the WIOA funded Program Directors to inform them of the operational status of the Upstate Workforce Board office. If the Upstate Workforce Board's Associate Director is on leave, the Executive Director will call or text the WIOA funded Program Directors. Program Directors may follow the same policy as the Upstate Workforce Board or create a policy of their own for their location. An instruction letter has been issued to Grantees detailing procedures for emergency situations.
5. Recording of time due to emergency situations will be documented as administrative leave on the Spartanburg County Time Sheet. Employees will not be charged leave for this time; however, if employees elect to work while on administrative leave, they do not get paid overtime nor do they earn compensatory time. Temporary employees will also be allowed administrative leave during these emergency situations not to exceed one full day. After one full day, temporary employees may use compensatory time, time off without pay or work additional hours on another day to make up time. If an employee does not report to work as per county schedule, annual leave or leave without pay will be taken.

Emergency Notification Procedures

Workforce Board Staff

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