

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF HUMAN RESOURCES
November 23, 2005

HUMAN RESOURCES MEMORANDUM 14-05

TO: Agency Heads, Service Center Directors/Human Resource Directors

SUBJECT: EARLY RELEASE PROTOCOL FOR EXECUTIVE BRANCH

This memorandum is intended to clarify the protocol to implement an early release from work due to an emergency situation. An early release from work is generally associated with weather conditions (snowstorms), but that is not always the case.¹ An early release may not always be statewide, so it is important that the parameters for an early release are clear and unambiguous.

PROCEDURE FOR EARLY RELEASE

1. The DAFS Commissioner (or Employee Relations) will notify the Bureau of Human Resources (generally Alicia Kellogg or Phil Schlegel) that an early release has been authorized, for what *geographic regions* (town, county, office, etc.), and for what *time*.
 - If Phil Schlegel is not available, Linda Doherty should be notified. If Linda Doherty is not available, Thad Cotnoir, Brian Oliver, or Briana Carey should be notified.
2. When the early release is authorized, BHR divides the agencies into several contact groups with a BHR employee assigned to call each contact group.
 - BHR will maintain and update the lists as necessary. (Updated lists are forwarded to the Commissioner's office.)
3. The calling sequence:
 - *Capitol Security (generally Chief Suttter) is called first.*
 - Each group listing has a service center or other agency contact person(s), generally the Service Center Director or HR Director.
 - BHR staff contacts each service center/agency/or related organization.
 - If the listed contact person is not available, the caller locates an appropriate alternate and makes a notation on the list as to who took the message.
 - The BHR staff member will advise the agency of the geographic areas affected by the early release and the time that the early release is effective.²
 - For service centers/agencies with multiple work locations (e.g. DHHS, DOT, Corrections, etc.), BHR will only contact the service center. It is the responsibility of the Service Center to contact sub-units within the Service Center. Using the Department of Corrections as an example, BHR would notify the Department of Corrections Service Center in Augusta that an early release is authorized. The Corrections Service Center would then

¹ Some of you may recall that there was a partial early release immediately following the 9/11 terrorist attacks.

² Beginning in November 2005 there will be a single release time for the Augusta area; an early release will not be staggered. It is not evident that a 15-minute stagger relieved traffic congestion and staggering the early release time complicates appropriate time keeping.

contact the various Correctional institutions and sub-offices within the agency as appropriate to the authorization for early release.

4. In the event the early release is expanded subsequent to the initial authorization, the same process is repeated. *It should be noted, however, that an expanded release may be more chaotic because many staff may have left as a result of the initial release.*

BHR will notify the Bureau of Employee Relations as soon as possible (generally the next work day) of the work location(s) and time(s) of the early release so they can prepare a memorandum regarding time and attendance and other related issues.

It is problematic when agencies, individual offices, or individual employees call BHR in anticipation of an early release. Such calls often tie up the phone lines just at the time when BHR is trying to notify a large number Service Centers, agencies, and related organizations as quickly as possible. Please advise staff to direct such questions to the agency Service Center.

BHR does not authorize early release or determine if early release is appropriate. Questions as to the advisability of closing an office should be directed to the agency head or appropriate Service Center Director.

This protocol is intended only for early releases that may occur during normal business hours, generally Monday – Friday, 8:00 a.m. – 5:00 p.m.

S/ Alicia Kellogg
Alicia Kellogg, Director
Bureau of Human Resources

AK/pjs