

 <div> PA TURNPIKE COMMISSION POLICY <i>This is a statement of official Pennsylvania Turnpike Policy</i> </div>		NUMBER: 2.18 APPROVAL DATE: 04-02-2013 EFFECTIVE DATE: 04-17-2013 REVISED DATE: 01-03-2023
POLICY SUBJECT: Partial and Full-Day Commission Location Closures	RESPONSIBLE DEPARTMENT: Human Resources	

A. PURPOSE:

The Pennsylvania Turnpike Commission (“Commission”) establishes the policy and procedure governing partial or full day Commission Location closures which may be authorized because of hazardous road conditions, emergency circumstances, or other reasons as determined by the Chief Executive Officer (CEO) or designee.

B. SCOPE:

This policy letter applies to all Full-time and Part-time employees of the Commission at all work locations. This policy does not apply to annuitants, summer, temporary, or contract employees.

C. GENERAL POLICY:

The Commission may, due to hazardous road conditions, emergency circumstances, or other reasons, order the partial or full closing of any or all Commission Locations. Partial and full-day closings (within the scope of this policy) are not to be considered as holidays.

Consistent with operational requirements and with supervisory approval, an employee may request to use vacation leave or to work remotely if in a Telework Eligible position, when hazardous road conditions or emergency circumstances exist, even if a Commission Location closing has not been authorized by the CEO or designee.

D. DEFINITIONS:

Adjusted Dismissal Time: The time that employees are directed to leave the workplace because of hazardous road conditions, emergency circumstances, or other reasons as determined by the CEO or designee.

Adjusted Starting Time: The time that employees are directed to report to the workplace because of hazardous road conditions, emergency circumstances, or other reasons as determined by the CEO or designee.

Commission Location: Any structure, facility or location owned or controlled by the Commission to which an employee may be assigned. Commission Locations include, but are not limited to, the administrative offices, maintenance district offices and sheds, toll collection district offices and interchanges, tunnels, and engineering trailers.

Compensable Status: Any time an employee is paid for hours worked or when an employee is off work on paid sick or vacation leave.

Essential Employees: Employees who are designated as required to physically report to and remain at work when the closing of a Commission Location is authorized, usually in operations that must provide services around the clock. This designation can depend upon an employee's duties as well as the circumstances for the closing.

Full-Time Employee: An employee who is scheduled to work a minimum of 40 hours a pay week and/or 80 hours a pay period.

Holiday Pay: Compensation on holidays for employees who qualify, provided they meet the Compensable Status requirements for holiday pay.

Non-Essential Employees: Employees who are not required to report to or remain physically at work when the closing of a Commission Location is authorized. The CEO or designee may, in their sole discretion, designate Non-Essential Employees as Essential Employees based on the nature of the closing.

Non-Telework Eligible Position: A position that is not deemed eligible for telework because the work functions require performance of job duties at a Commission Location.

Part-Time Employee: An employee who is scheduled to work 29 or less hours a pay week.

Telework: Occurs when an employee does not perform their job duties from their assigned Commission Location but instead uses technology to perform their full work functions from an alternate work location.

Telework Eligible Position: Not all positions or employees will be eligible for telework. Department Heads, in conjunction with their supervisory staff, will determine if positions under their oversight are eligible for telework full time or on an as needed basis. Management has the authority to approve, deny, or revoke any requests based on the needs of the organization.

E. PROCEDURES:

The CEO or designee is responsible for authorizing and communicating to all appropriate departments the closing of Commission Locations due to hazardous road conditions, emergency circumstances, or other conditions.

Notification of a full or partial day closing will be placed on the PTC Employee Portal and/or through the text message notification system. Notification will also be transmitted to the appropriate

Commission Location personnel via email. If email capabilities are not available, the Department Head should make contact via telephone to the senior management employee at that location. When a closing of a Commission Location falls immediately before or after a holiday, the employee remains eligible for holiday pay if they are in a Compensable Status for the required number of hours the day prior to the holiday and the day after the holiday.

When Commission Locations are closed for more than two consecutive days, the CEO or designee may, at their sole discretion, charge paid leave.

Non-Essential Employees:

Non-Essential Employees in a Telework Eligible Position are required to work remotely when a partial or full day closure is authorized.

- For a partial day closing, if the employee is physically working at the affected Commission Location, they will be compensated at their regular rate of pay for reasonable travel from the closed Commission Location to their remote location in order to work the remainder of the work shift.
- If the employee does not work remotely for the remainder of their shift, they must use leave to cover the time they leave the Commission Location through the end of their assigned work shift.

Non-Essential Employees who are in a Non-Telework Eligible position are authorized to be absent from work for full and partial day closings. Such employees will be compensated at their regular rate of pay for the hours of their work shift that they do not work.

- If an employee is on approved leave prior to their Adjusted Dismissal Time, they will be required to use their approved leave from the time they left work through the end of their normal work shift.
- Employees on approved leave when a closing is authorized will be charged with the full period of such leave. When a closing is announced before the actual day of closing, employees may cancel approved requests for leave if done so before the beginning of their scheduled workday of the closing.
- An employee that is not scheduled to work when there is an authorized "Commission Location" closing, shall have that day charged as a scheduled day off and shall not be given additional time off or pay.
- If an employee arrives at a Commission Location to begin work after their Adjusted Starting Time, they will be required to use leave from the beginning of their Adjusted Starting Time to the time of arrival at work.

Essential Employees:

Essential Employees are required to work at their assigned Commission Location when a Commission Location closing has been announced. Essential Employees will be compensated at their regular rate of pay and will not be given time off for hours worked during the period of closing.

Essential Employees who do not remain at their assigned Commission Location when a closing has been authorized are required to use leave. If there is not a valid and compelling reason for their absence, the Essential Employee may be subject to discipline.

This policy letter is intended to provide guidance and appropriate controls with respect to Partial and Full day closures for Commission Locations. However, the PTC recognizes that specific, unforeseen, or unique circumstances may exist or occur that require exceptions be made with respect to strict application of, or adherence to, this policy. Such exceptions may be made at the discretion of the Commission's CEO or designee and will be communicated outside of this policy letter.

This Policy Letter supersedes all previous Policy Letters on this subject.