



North Carolina Department of Public Safety

Human Resources

Pat McCrory, Governor
Frank L. Perry, Secretary

Nancy Lipscomb, Director
Human Resources

April 26, 2016

MEMORANDUM

TO: DPS Division Directors and Section Heads

FROM: Nancy Lipscomb, Human Resources Director *NLC*

SUBJECT: Emergency Closings Policy

There have been several recent incidents of power outages affecting administrative offices within the Department of Public Safety.

These situations may or may not fall within the criteria to be considered an emergency closing. Additionally, per the Office of State Human Resources (OSHR) Policy, emergency conditions are determined by emergency and/or public safety officials or the agency head in consultation with the agency's safety officer, rather than the work unit manager. Finally, any closure must be reported to OSHR within five calendar days of the occurrence. Therefore, to ensure compliance with the OSHR Emergency Closings Policy, in the future, managers should remain mindful of the policy requirements and constraints regarding allowing employees to leave work under the Emergency Closings Policy and ensure that NCDPS HR has received Secretary Perry's approval before employees are allowed to leave work.

The policy requires that management first consider relocating employees to alternate work sites, which may include working from home. Where this is not possible, depending on the circumstances, employees may be excused from work, but only if the situation meets the criteria for an emergency closing and with the authorization from the Secretary.

The Emergency Closings Policy can be found [here](#) and questions may be directed to the DPS Human Resources Office.

NL:MKS

Cc: Secretary Frank L. Perry
Commissioner Gregory K. Baker
Gregory A. Lusk, Adjutant General
Deborah L. McSwain, General Counsel
James C. Gardner, Chairman, ABC Comm.
Renee Robinson, Director of OSI

Commissioner W. David Guice
Colonel William J. Grey, Commander of the SHP
Janie Sutton, Acting Director of SBI
Pamela Walker, Communications Director
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