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| HUMAN RESOURCES MEMORANDUM 22-014 | | DATE ISSUED: 09/06/2022 |
| SUBJECT: WARM SHUTDOWN OF ZIGGURAT BUILDING DUE TO HEAT WAVE EMERGENCY RESPONSE | | REFERENCE: |
| TO: All Department of General Services (DGS) Employees at the Ziggurat Building | | SUPERCEDES: N/A |

**PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH
EMPLOYEES WHOSE ASSIGNED HEADQUARTERS IS THE ZIGGURAT BUILDING**

Purpose

The purpose of this memorandum is to notify employees there is an extraordinary need for energy conservation during the heat event and certain buildings have been placed into an extremely low power state known as “warm shutdown” beginning on Monday, September 5, 2022, and every afternoon through potentially Friday, September 9, 2022. The Ziggurat Building was identified for warm shutdown starting Monday, September 5, 2022.

Employee Schedules

In accordance with guidance from the California Department of Human Resources, DGS is encouraged to take all necessary steps to close the building to employees and the public each day at 5 p.m. through potentially September 9. Supervisors should consider the following options in the order listed below:

1. Adjust employee’s schedule to end on or before 5 p.m. (e.g., if an employee is scheduled to work to 6 p.m. then the supervisor may adjust the employee’s schedule to be off at 5 p.m., reduce the lunch break to 30 minutes, instead of a 1 hour to be off at 5 p.m., or have the shift begin 30 minutes or an hour earlier.).
2. Adjust the employee’s approved telework schedule to permit additional telework days if the position is conducive to additional telework.
3. Employees whose schedules typically end after 5 p.m. and who cannot telework or whose schedules cannot be altered, may be provided Administrative Time Off (ATO) during the hours of the Energy Emergency Alert with **advance approval from the Office of Human Resources**. Please reference the section below for the process to request ATO.

Note: The employee’s commute time (e.g., driving or riding public transit home, etc.) is not considered in the above.

Process to Request Administrative Time Off (ATO)

Supervisors must submit requests in advance for Administrative Time Off (ATO) for employees who cannot telework and whose schedule ends after 5 p.m. to the

program's Administration Manager. The program's Administration Manager will collect all requests for the program and submit to the DGS Office of Human Resources at DGSHumanResources@dgs.ca.gov for review and approval.

Building Expectations for Employees Onsite at the Ziggurat

- Keep window coverings/blinds closed.
- Turn off unnecessary lights.
- Unplug unnecessary devices and equipment when not in use.
- Avoid using larger appliances as possible.

For more tips on how to prepare for a Flex Alert, visit www.flexalert.org.

Send Word Now

To better ensure the receipt of urgent alerts and warning notifications if there is a disruption to power or after-business hours communication is required, employees are encouraged to register and/or update their contact information as soon as possible in [Send Word Now](#), the DGS voluntary alert and warning system to provide the most optimal contact to receive notifications. This can include phone numbers and email addresses where you can be reached when you are not at work.

All information in the Self-Registration Portal will be kept strictly confidential and will be exclusively used to help DGS send important notifications when normal messaging methods are unavailable or less effective.

Send Word Now messages will primarily be related to:

- Emergency situations
- Significant information technology outages
- Other business interruptions

Send Word Now References

- [Send Word Now Instructions](#)
- [DGS Send Word Now Self-Registration Portal](#)
- [DGS Send Word FAQ](#)

If employees have questions or any trouble setting up Send Word Now alerts, please contact the Enterprise Technology Solutions (ETS) Help Desk at (916) 375-HELP or (916) 375-4357.

Questions

If employees have questions not addressed in this memorandum, employees are encouraged to contact their supervisor/manager and/or employee representative as appropriate.

JENNIFER GOTHIER, Personnel Officer
Office of Human Resources