

New Jersey Department of Transportation **CONSTRUCTION ADVISORY**

NUMBER: 33	Consultants – State Shutdown/State of Emergency/Emergency Closing	06/28/2018 Revised
CATEGORY: Consultants		

This Construction Advisory is issued to clarify the Department's Policy on how consultants are affected by State Shutdowns / States of Emergency / Emergency Closings.

In the event of a State Shutdown (the Governor Orders State business closed due to budgetary funding, for example), consultants are furloughed and the Department does not compensate the consultants. However, if projects are working and Construction is deemed essential consultants **will not** be furloughed.

In the event of a State of Emergency (a hurricane or blizzard and the Governor Orders vehicles to stay off the road by issue of a travel ban, for example), consultants are furloughed and the Department does not compensate the consultants.

In the event of the Governor declaring an Emergency Closing for State offices for an entire or partial day, including a Delayed Opening or Early Closing, but there is no State of Emergency with a travel ban, consultants may report to work and will only be paid for hours at work. The Department does not compensate consultants who do not report to work. If there is an Early Closing, consultants may stay at work and complete their normal shift however if they leave early, the Department will not pay them for hours they are not at work. If there is a Delayed Opening, consultants may report to work at their scheduled time or at the delayed start time, however the Department will only compensate them for hours they are at work.

REs / FM's should not be issuing direction contrary to these instructions. The Department should NOT approve invoices that reflect hours that the consultant was not at work.

If the State of Emergency, State Shut Down or Emergency Closing is limited to a particular county, region or other boundary, the noted furloughs and compensation requirements are limited to those particular counties, regions or other boundaries.

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