

GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Department of Human Resources

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District Personnel Manual Issuance System

E-DPM Bulletin No. 11B-75 & 12-268

SUBJECT: Implementation of Shut-Down Policy due to the Hazardous Weather Emergency of October 29, 2012 and October 30, 2012 — Hurricane Sandy

Date: October 31, 2012

1. Authority and Applicability

- a. D.C. Official Code § 1-612.01 *et seq.*; and section 1273 – *Declared Emergencies—Shut-Down*, of Chapter 12 of the D.C. personnel regulations, Hours of Work, Legal Holidays and Leave.
- b. Except as specifically indicated, and except for uniformed members of the Metropolitan Police Department and Fire and Emergency Medical Services Department, the provisions of this Electronic-District Personnel Manual (E-DPM) bulletin apply to employees in the Career, Legal, Excepted, and Management Supervisory Services. (See subsection 1123.1 of Chapter 11 of the regulations, Compensation and Classification; and subsection 1201.2 of Chapter 12 of the regulations).

2. Shut-Down Policy for Declared Emergency

- a. Due to the inclement weather emergencies on **Monday, October 29, 2012 and Tuesday, October 30, 2012**, the Mayor authorized a shut-down policy for non-essential employees.
- b. A non-essential employee who previously requested and was approved for leave in advance for any period during **Monday, October 29, 2012 or Tuesday, October 30, 2012** will not be charged leave for that period.

3. Employees Designated as Essential / Emergency Personnel

- a. "Essential Personnel" are those employees required to report to work during a state of emergency. Failure to report under this designation may result in a charge of Absence Without Official Leave ("AWOL"), in accordance with Chapter 12 of the regulations. Employees charged with AWOL may be subject to additional disciplinary action pursuant to Chapter 16 of the D.C. personnel regulations, General Discipline and Grievances.
- b. "Emergency Personnel" are those employees designated as such by their agency head. In the event of an early dismissal; government shutdown; declared emergency; or where most employees are excused from reporting to work because of an unusual situation, emergency employees must either report to work, remain at their duty station, or telecommute as directed by their agency head.

Note: DPM Bulletins that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employees under their respective jurisdictions. [See DPM Chapter 2, Part II, Subpart 1, § 1.3.]

Inquiries: Policy, Legal and Compliance Administration, DCHR (202) 442-9700
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4. Administrative Closing Pay

- a. As a result of the declared emergency on Monday, October 29, 2012 and Tuesday, October 30, 2012, an essential employee or an emergency employee who was required to perform non-overtime work on October 29 and 30 are entitled to “Administrative Closing Pay.”
- b. Pay for essential employees or emergency employees who were required to work shall consist of additional compensation provided on an hour-for-hour basis, equivalent to the employee’s rate of basic pay, as compensation for work actually performed.

5. E-Time

For guidance on recording time in PeopleSoft, employees should contact their agency Payroll Supervisor, Quality Assurance Liaison, or Timekeeper.

6. Employees with an Alternative Work Schedules (AWS)

A District government employee whose regular AWS day off was scheduled on either **Monday, October 29, 2012 or Tuesday, October 30, 2012** shall treat the relevant day as their AWS day. Please be advised that employees under an AWS agreement are not entitled to an additional “in lieu of” day off because of the state of emergency that occurred on October 29, 2012 and October 30, 2012.

7. Responsibilities

Department and agency heads or their designees have the responsibility to ensure that agency employees are informed of the provisions in this E-DPM bulletin.

8. Collective Bargaining Agreements

The provisions of a collective bargaining agreement, for employees covered thereby, will take precedence over the provisions of this E-DPM bulletin, to the extent that there is a difference.



Shawn D. Stokes
Director