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-83 & 12-289

SUBJECT: Implementation of Shut-Down Policy on Monday, March 3, 2014; and Late Arrival and Unscheduled Leave Policies, and Authorization to Telework on Tuesday, March 4, 2014

Date: March 4, 2014

1. Authority and Applicability

A. Authority

D.C. Official Code § 1-612.01 *et seq.*; section 1270 – *Declared Emergencies - In General*, section 1272 – *Declared Emergencies – Late Arrival and Unscheduled Leave*, section 1273 – *Declared Emergencies—Shut-Down,* of Chapter 12 of the D.C. personnel regulations, Hours of Work, Legal Holidays and Leave; section 1135 – Premium Pay - Administrative Closing Pay/Leave of Chapter 11B of the D.C. personnel regulations, Compensation; and the General Information Guide – Telecommuting.

B. Applicability

The provisions of this bulletin, except as specifically indicated in section 1201 of Chapter 12, apply to those District government agencies which are subordinate to the Mayor's personnel authority. Other personnel authorities or independent agencies may adopt any or all of these procedures to provide guidance to employees under their respective jurisdictions.

2. Shut-Down Policy – Monday, March 3, 2014

A. Due to the inclement weather emergency on **Monday, March 3, 2014**, the Mayor authorized a shut-down policy for non-essential/non-emergency employees.

B. A non-essential / non-emergency employee who previously requested and was approved for leave in advance for any period during Monday, March 3, 2014 will not be charged leave for that period.

3. Late Arrival Policy – Tuesday, March 4, 2014

A. Due to the inclement weather emergency on **Tuesday, March 4, 2014** the Mayor authorized a late arrival policy of two (2) hours for non-essential/non-emergency employees.

B. A non-essential/non-emergency employee who reported to work after the beginning of his or her workday on Tuesday, March 4, 2014 may be granted an excused absence, without

charge to leave, for up to a maximum of two (2) hours for employees who were originally scheduled to report for duty by no later than 10:00 a.m.

C. Annual leave, leave without pay (LWOP), exempt time off, previously earned compensatory leave, or (if appropriate) absence without leave (AWOL), will be charged for any absence in excess of the two-hour (2-hour) period of excused absence.

For example, an employee who normally arrives to work at 8:00 a.m. arrived at 11:00 a.m. on Tuesday, March 4, 2014, three (3) hours later than his or her normal arrival time. The employee will be charged annual leave, LWOP, exempt time off, or compensatory time, as appropriate, for one (1) hour.

D. The late arrival policy (two (2) hours) does not apply to employees who performed telework on Tuesday, March 4, 2014.

4. Unscheduled Leave Policy – Tuesday, March 4, 2014

A. Due to the inclement weather emergency on **Tuesday, March 4, 2014,** the Mayor also authorized an unscheduled leave policy for Tuesday, March 4, 201.

B. An unscheduled leave policy allows a non-essential/non-emergency employee to use annual leave, leave without pay, exempt time off, or earned compensatory time without obtaining advance approval or providing detailed justification.

C. Normal requirements for a non-essential/non-emergency employee to notify his or her supervisor within prescribed time limits are suspended.

5. Authorization for Unscheduled Telework – Tuesday, March 4, 2014

In addition to the late arrival and unscheduled leave policies that were in effect on **Tuesday, March 4, 2014**, authorization for unscheduled telework was also in effect on Tuesday, March 4. 2014. An authorization for unscheduled telework allows an employee previously approved to telework to take unscheduled telework on a day(s) in which a declared emergency is in effect.

6. Employees Designated as Essential / Emergency Personnel

A. "Essential employees" are those employees required to report to work during a declared emergency. Employees designated as *"essential employees"* were required to work during the **declared emergencies on Monday, March 3, 2014 and Tuesday, March 4, 2014.** Failure to report under this designation may result in a charge of absence without 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 employees" are those employees designated as such by their agency head. In the event of a late arrival, unscheduled leave, 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.

7. Employees with an Alternative Work Schedules

A District government employee whose regular Alternative Work Schedule (AWS) day off was scheduled on **Monday, March 3, 2014** 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 Monday, March 3, 2014.

8. Administrative Closing Pay

A. As a result of the declared emergency on **Monday, March 3, 2014**, an essential employee or an emergency employee who was required to perform non-overtime work on Monday, March 3, 2014 is 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.

9. PeopleSoft System E-Time

For purposes of entering time in PeopleSoft for the above days in which emergencies were declared, enter time as follows:

- Shut-down period on Monday, March 3, 2014 – Non-essential / non-emergency employees should enter *"Administrative Closing Pay"*
- Late Arrival Policy (two (2)-hours late arrival period) on Tuesday, March 4, 2014 – Non-essential / non-emergency employees should enter *"Administrative Leave with Pay"* for the two (2) hours.
- Unscheduled Leave Policy on Tuesday, March 4, 2014 – Non-essential / non-emergency employees should enter the appropriate leave for the eight (8) hours (*i.e.* annual leave, compensatory time, *etc.*)

For further guidance in recording time in PeopleSoft, employees should contact their agency Payroll Supervisor, Quality Assurance Liaison, or Timekeeper to address additional questions relating to E-Time.

10. 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.

11. 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.

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