

District Government Snow Closure on February 17, 2015



District Personnel Manual Bulletin No. 11B-85 & 12-303

Effective Date	Expiration Date	Related DPM Chapters
February 18, 2015	February 28, 2015	11B & 12

Overview

This E-DPM bulletin is being issued to inform and officially distribute to District government agencies the closure policy in effect for Tuesday, February 17, 2015.

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Snow Closure

- Due to a winter weather emergency, Mayor Bowser closed the District Government for **Tuesday, February 17, 2015**. Notwithstanding the closure, essential and emergency employees were still required to report for work.
- Unless designated as essential or emergency, employees who previously requested and were approved for leave for any period during **Tuesday, February 17, 2015**, will not be charged leave for that period.

Essential and Emergency Personnel

- “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 emergency on Tuesday, February 17, 2015**. 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.

2. “Emergency employees” are those employees designated as such by their agency head. In the event of a declared emergency (i.e. late arrival, unscheduled leave, government shutdown), 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.

Alternative Work Schedules

A District government employee whose regular Alternative Work Schedule (AWS) day off was scheduled on **Tuesday, February 17, 2015**, shall treat the relevant day as their AWS day. 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 Tuesday, February 17, 2015.

Administrative Closing Pay

1. As a result of the declared emergency on **Tuesday, February 17, 2015**, an essential employee or an emergency employee who was required to perform non-overtime work on Tuesday, February 17, 2015, is entitled to “Administrative Closing Pay.”
2. 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.

PeopleSoft E-Time System

For purposes of entering time in PeopleSoft for the above day, enter time as follows:

1. Non-essential/non-emergency employees should enter “*Administrative Closing Pay.*”
2. Essential and Emergency employees who were required to work should enter “*Administrative Closing Worked.*”
3. An employee whose AWS day off fell on Tuesday, February 17, 2015, should leave that day blank.

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.

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.

Authority for Leave

1. **Statutory Authority:** D.C. Official Code §§ 1-611.03 and 1-612.01 *et seq.*;

2. **Regulatory Authority:** Section 1266 – Administrative 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.

Applicability

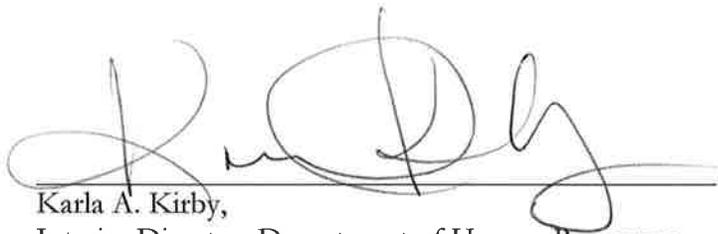
The provisions of this DPM bulletin apply to employees in the Career, Legal, Excepted, and Management Supervisory Services, but excludes the following:

- Uniformed members of the Metropolitan Police Department; and
- Uniformed members of the Fire and Emergency Medical Services Department.

Uniformed members of the Metropolitan Police Department and the Fire and Emergency Medical Services Department who were required to work on Tuesday, February 17, 2015, are not entitled to, and shall not receive, Administrative Closing Pay. (For additional information, refer to §§ 1123.1 and 1201.2 of the District Personnel Manual.)

Collective Bargaining

In the event of a conflict between any of the provisions of this E-DPM bulletin and any collective bargaining agreement (CBA), the provisions of the CBA shall control to the extent there is a difference.



Karla A. Kirby,
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