

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

District Personnel Manual Issuance System

E-DPM Bulletin No. 11B-78 & 12-276

This bulletin may be accessed electronically at www.dchr.dc.gov, by clicking on the "District Personnel Manual" link; and the "Issuances" link for Chapter(s): **11B & 12**

SUBJECT: Implementation of Shut-Down Policy
due to the Inclement Weather Emergency of
Wednesday, March 6, 2013

Date: March 7, 2013

1. Authority and Applicability

- a. D.C. Official Code § 1-612.01 *et seq.*; section 1273 – *Declared Emergencies—Shut-Down*, of Chapter 12 of the D.C. personnel regulations, Hours of Work, Legal Holidays and Leave; and section 1123 – Premium Pay - Administrative Closing Pay/Leave of Chapter 11B, Compensation, of the D.C. personnel regulations.
- 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 – Wednesday, March 6, 2013

- a. Due to the inclement weather emergency on **Wednesday, March 6, 2013**, the Mayor authorized a shut-down policy for non-essential employees.
- b. A non-essential / non-emergency employee who previously requested and was approved for leave in advance for any period during Wednesday, March 6, 2013 will not be charged leave for that period.

3. Employees Designated as Essential / Emergency Personnel

- a. "Essential employees" are those employees required to report to work during a declared emergency. 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.

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 I, § 1.3.]

Inquiries: Office of the Director, Policy Division, DCHR (202) 442-9700

Bulletin Expires: March 31, 2013

4. Employees with an Alternative Work Schedules (AWS)

A District government employee whose regular AWS day off was scheduled on Wednesday, March 6, 2013 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 Wednesday, March 6, 2013.

5. Administrative Closing Pay

- a. As a result of the declared emergency on Wednesday, March 6, 2013, an essential employee or an emergency employee who was required to perform non-overtime work on Wednesday, March 6, 2013 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.

6. PeopleSoft System E-Time

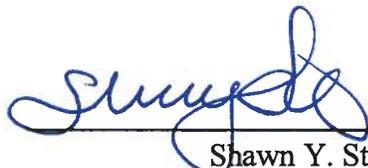
For guidance on recording time in PeopleSoft, employees should contact their agency Payroll Supervisor, Quality Assurance Liaison, or Timekeeper.

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 Y. Stokes
Director