Personnel Manual Issuance System

District Government Snow Closure on Saturday, February 21, 2015

District Personnel Bulletin No. 11B-86 & 12-304

Effective Date	Expiration Date	Related DPM Chapters
February 21, 2015	**February 28, 2015**	**11B & 12**

Overview

This DPM bulletin is being issued to inform and officially distribute to District government agencies the closure policy in effect for **Saturday, February 21, 2015**.

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Snow Closure

1. Due to a winter weather emergency, Mayor Bowser closed the District government beginning at 2:00 p.m. on **Saturday, February 21, 2015**. Notwithstanding the closure, essential and emergency employees who were activated were still required to report for work.

2. Unless designated as essential or emergency and activated to report to work, employees who previously requested and were approved for leave any time between 2:00 p.m. and 11:59 p.m. on **Saturday, February 21, 2015**, will not be charged leave for that period.

Essential and Emergency Personnel

1. "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 **Saturday, February 21, 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 **Saturday, February 21, 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 Saturday, February 21, 2015.

Administrative Closing Pay

1. As a result of the declared emergency on **Saturday, February 21, 2015**, an essential employee or an emergency employee who was required to perform non-overtime work on Saturday, February 21, 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. Essential and Emergency employees who were not activated and did not work on February 21, 2015 should enter *"Administrative Closing Pay."*

4. An employee whose AWS day off fell on **Saturday, February 21, 2015**, should leave that day blank.

For further guidance in recording time in PeopleSoft, employees should see Attachments 1 & 2 of this bulletin, or 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 DPM bulletin.

Authority and Applicability for Leave

Authorities

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 **Saturday, February 21, 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 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
Interim Director, Department of Human Resources

2/21/15
Date

Attachment 1 – Non-Union Quick Reference

Quick Reference Guide

Admin Closing Worked for Non-Union Employee:

A new Time Reporting Code (TRC) has been added for employees in Grades 14 and under. This new TRC can be used by employees that have worked on an Administrative Closing Day. The TRC is **Admin Closing Worked (ACW).**

For example, if an employee is a Grade 12 and worked on the Admin Closing of December 26, 2014, this employee is entitled to use this TRC.

Who is affected by this new TRC:

- All Time Reporters (Employees and Timekeepers) and Approvers.

If a Non-Union Employee does not work on an Admin Closing day, the employee would post the following:

Entering Admin Closing Worked

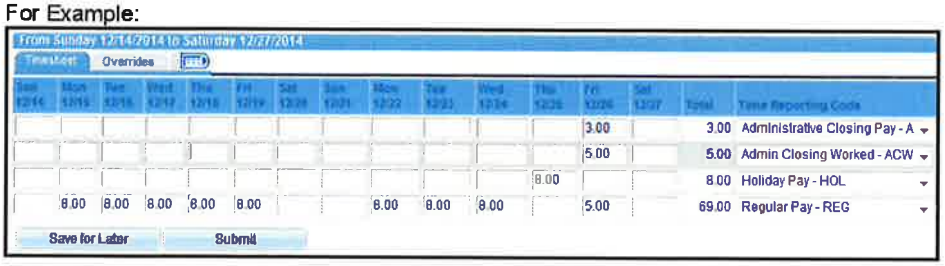
- When an employee works on an Administrative Closing Day ***and is eligible*** to receive a premium, enter the time worked as **ACW - Admin Closing Worked. (both Union and Non-Union)**
- You must still report **REG- Regular Pay** for hours worked.

For Example:

Entering Admin Closing Worked (Employee Works Less than 8 Hours):

- When an employee works on an Administrative Closing Day ***and is eligible*** to receive a premium, enter the time worked as **ACW - Admin Closing Worked.**
- You must still report **REG- Regular Pay** for hours worked.
- Any hours not worked should be entered using an Administration Closing Day TRC, for example, **Administrative Closing Pay (ACP)***.

For Example:



Attachment 2 – Union Reference Guide

Quick Reference Guide

Admin Closing Worked for Union Employee:

A new Time Reporting Code (TRC) has been added for employees in Grades 14 and under. This new TRC can be used by employees that have worked on an Administrative Closing Day. The TRC is **Admin Closing Worked (ACWSC).**

For example, if an employee is a Grade 12 and worked on the Admin closing of December 26, 2014, this employee is entitled to use this TRC.

Who is affected by this new TRC:

- All Time Reporters (Employees and Timekeepers) and Approvers.

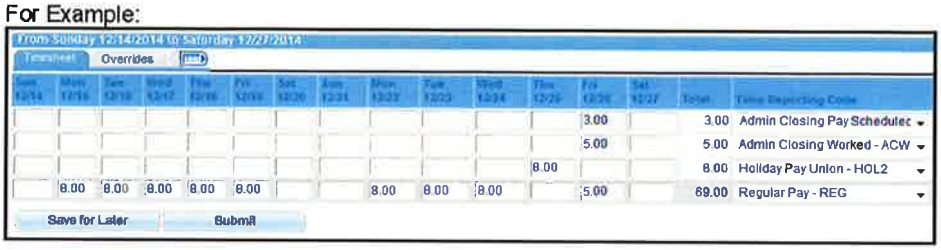
If a Union Employee does not work on an Admin Closing day, the employee would post the following:

Entering Admin Closing Worked

- When an employee works on an Administrative Closing Day ***and is eligible*** to receive a premium, enter the time worked as **ACW - Admin Closing Worked. (both Union and Non-Union)**
- You must still report **REG- Regular Pay** for hours worked.

For example:

Entering Admin Closing Worked (Employee Works Less than 8 Hours):

- When an employee works on an Administrative Closing Day ***and is eligible*** to receive a premium, enter the time worked as **ACW - Admin Closing Worked.**
- You must still report **REG- Regular Pay** for hours worked.
- Any hours not worked should be entered using an Administration Closing Day TRC for Union Employees, for example, **Administrative Closing Pay Scheduled (ACPSC)***.

For Example: