

# Severe Weather and Declared Emergencies



## District Personnel Instruction No. 11B-85 & 12-56

---

<b>Effective Date</b>	<b>Expiration Date</b>	<b>Related DPM Chapters</b>
October 23, 2015	Retain Until Superseded	11B & 12

**i** **NOTE:** This District Personnel Manual (DPM) Instruction supersedes DPM Instruction No. 12-39, Policies on Declared Emergencies, dated September 19, 2008, for the purpose of updating the issuance where necessary.

### Overview

From time to time, emergencies arise that impact government operations. These emergencies could include severe weather, natural disasters, or manmade disasters. In response, the Mayor may declare an emergency that suspends some government operations. This instruction provides guidance to employees and management officials on the procedures to follow in such circumstances.

### In this Instruction

- Declared Emergencies ..... 2
  - Late Arrival Policy ..... 2
  - Unscheduled Leave ..... 3
  - Unscheduled Telework ..... 3
  - Early Dismissal ..... 3
  - District Government Closure ..... 4
- PeopleSoft e-Time System ..... 4
- Essential and Emergency Personnel ..... 5
- Legal ..... 5
  - Authorities ..... 5
  - Additional Guidance ..... 6
- Applicability ..... 6
- Collective Bargaining Agreement ..... 6
- Definitions ..... 6
- Additional Information ..... 7

Attachment 1 – Declared Emergency Policies At-A-Glance .....	8
Attachment 2 – Office of Pay & Retirement Services (Non-union Quick Reference) .....	10
Attachment 3 – Office of Pay & Retirement Services (Union Quick Reference) .....	13

## Declared Emergencies

---

Whenever the Mayor declares an emergency due to severe weather, natural or manmade disasters, and similar emergency circumstances, subordinate agencies shall adhere to the procedures contained in this instruction. The information provided in this instruction, together with Mayoral communications and the issuance of DPM bulletins by the Department of Human Resources, will alert employees on the District government’s operating status during periods of a declared emergency.

### **Late Arrival Policy**

When a late arrival policy is in effect, most employees are authorized to report for duty later than usual without loss of pay. Typically, the Mayor will order a late arrival policy of two hours, though a shorter or longer time may be ordered.

For late arrivals, the following rules apply:

1. The late arrival policy applies to all employees whose typical tour of duty begins between 6:00 a.m. and 10:00 a.m. The late arrival policy does not apply to essential employees and emergency employees who have been activated by their agency, or employees who are scheduled to telework the same day.
2. An applicable employee who arrives later than authorized by the Mayor (typically two hours) shall use leave for the additional time, such as annual leave, compensatory time, exempt time off, or leave without pay.
3. An applicable employee who does not report for duty for any reason shall use leave for the entire day.
4. Nothing in this policy shall authorize an absence beyond the time ordered by the Mayor and any employee who fails to report for duty may be deemed absent without official leave (AWOL).



**Example #1:** *The Mayor orders a late arrival policy of two hours. An employee, whose typical tour of duty begins at 9:00 a.m., shall report for duty at 11:00 a.m. without loss of pay or leave.*

**Example #2:** *The Mayor orders a late arrival policy of two hours. An employee, whose typical tour of duty begins at 9:00 a.m., previously requested and was approved for eight (8) hours of annual leave. She shall be charged 8 hours of annual leave, despite the 2 hour late arrival policy that is in effect.*

## **Unscheduled Leave**

When an unscheduled leave policy is in effect, most employees are authorized to use leave (i.e., annual, compensatory time, etc.) or leave without pay for the day(s) of a declared emergency without obtaining advanced approval.

For unscheduled leave, the following rules apply:

1. An unscheduled leave policy allows non-essential and non-emergency employees to use annual leave, leave without pay, exempt time off, or earned compensatory time without obtaining advance approval or providing detailed justification.
2. Normal requirements for non-essential and non-emergency employees to notify his or her supervisor within prescribed time limits are suspended.

## **Unscheduled Telework**

When an unscheduled telework policy is in effect and it occurs on a day(s) other than the employee's scheduled telework day(s), an employee may telework.

For unscheduled telework, the following rules apply:

1. Unscheduled telework may be utilized by an individual who has been previously approved to telework;
2. The employee must have a written approval; and
3. The employee must be under a current and approved telework agreement.

## **Early Dismissal**

An employee not designated as an "essential employee" or "emergency employee" may be dismissed from work prior to his or her normal departure times, and authorized for administrative leave under the conditions shown below.

For early dismissals, the following applies:

1. The employee must be in a duty status when the notice of early dismissal is received.
2. The employee's regular tour of duty must end no later than 7:00 p.m. and after the hour given as the authorized time for early departure.
3. An employee who previously requested and was granted leave for the entire day or an employee who did not report for duty for the entire day shall be charged the appropriate leave for the entire day.
4. If, prior to the notice of early dismissal, an employee requests and is granted leave for the remainder of his or her tour of duty, he or she shall be charged leave for the remainder of the tour of duty.



*Example: The Mayor authorizes an early dismissal to begin at 3:00 p.m. Prior to the notice, an employee requests and is granted annual leave from 1:00 p.m. until 5:00 p.m. (the end of her tour of duty). She will be charged annual leave from 1:00 p.m. until 5:00 p.m. (4 hours) despite the early dismissal.*

5. If an employee requests and is granted leave at any time after the notice, he or she shall be charged leave only for that period when leave commences to the hour that early dismissal is authorized.
6. An employee who is absent without leave (AWOL) will be charged as such until he or she reports for duty.

### **District Government Closure**

During a period of a closure (also referred to as a shut-down), an employee not designated as an "essential employee" or "emergency employee" shall be dismissed from work.

For a District government closure, the following applies:

1. In the event of a closure, non-essential and non-emergency employees will be granted administrative leave for the entire closure period.
2. If a non-essential and non-emergency employee requests and is approved for leave in advance for any day(s) in which a closure occurs, he or she will not be charged leave for that period.
3. In the event a District government employee's regular Alternative Work Schedule (AWS) compressed day off or day of a flexible work schedule falls on a day(s) in which the District government is closed due to a declared emergency, he or she shall treat the relevant day as their AWS day(s). Employees under an AWS agreement (for compressed or flexible work schedule) are not entitled to an additional "in lieu of" day off because of the state of emergency.

## **PeopleSoft e-Time System**

---

For purposes of entering time in PeopleSoft during a day(s) in which a declared emergency occurs, enter time as follows:

1. Late Arrival - Non-essential/non-emergency employees, as applicable, should enter "Administrative Leave" to reflect the number of hours (usually two (2) hours)) of a delayed arrival. For any additional leave taken beyond the number of hours authorized for a late arrival, or for a full day's absence, the employee should enter the appropriate leave (i.e., annual leave, compensatory time, leave without pay, etc.) for that time.
2. Unscheduled Leave - Non-essential/non-emergency employees, as applicable, should enter the appropriate leave (i.e., annual, exempt time off, etc.) and the number of hours (i.e., 4 hours, 8 hours, etc.) used on the day(s) of the emergency.

3. **Unscheduled Telework** - An employee on an approved telework agreement should enter "Telework (Emergency) (EMTW)."
4. **Early Dismissal** – Non-essential/non-emergency employees, as applicable, should enter "Administrative Leave" to reflect the number of hours granted for the early dismissal. For any additional leave taken beyond the number of hours authorized for the early dismissal, the employee should enter the appropriate leave (i.e., annual leave, compensatory time, leave without pay, etc.) and the number of hours (i.e., 2 hours, 4 hours, etc.) used on the day(s) of the emergency.
5. **District Closure** – Non-essential and non-emergency employees should enter "Administrative Closing Pay." Essential/emergency employees activated and required to work should enter "Administrative Closing Worked."



**Time Reporting Codes:** As PeopleSoft time reporting codes may differ from agency to agency, employees should contact their agency Payroll Supervisor, Quality Assurance Liaison, or Timekeeper for further guidance in recording time in PeopleSoft and to address additional questions relating to E-Time.

## Essential and Emergency Personnel

---

1. "Essential employees" are those employees required to report to work during a declared emergency. Employees designated as "essential employees" are required to work during a declared emergency. Failure to report under this designation may result in a charge of absence without leave ("AWOL") and disciplinary action. (*See generally*, DPM Chapters 12 and 16.)
2. "Emergency employees" are those employees designated as such by their agency head. In the event one (1) of a declared emergency (i.e., late arrival, unscheduled leave, government closure, etc.), 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 telework as directed by their agency head.
3. When a declared emergency occurs, an essential employee or an emergency employee who is required to perform non-overtime work is entitled to "Administrative Closing Pay" as provided in Chapter 11B of the D.C. personnel regulations, Compensation.
4. Pay for essential employees or emergency employees who are 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.

## Legal

---

### **Authorities**

- D.C. Official Code §§ 1-611.03 and 1-612.01, *et seq.*
- 6B DCMR § 1266 - Administrative Leave (Chapter 12);
- 6B DCMR §§ 1270 through 1273 – Declared Emergencies (Chapter 12);
- 6B DCMR §§ 1135 - Premium Pay - Administrative Closing Pay/Leave (Chapter 11)

## Additional Guidance

- General Information Guide – Telecommuting

## Applicability

---

The provisions of this DPM instruction 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 are essential personnel and required to work during a declared emergency (Essential and Emergency Personnel section) shall not receive Administrative Closing Pay. (For additional information, refer to §§ 1123.1 and 1201.2 in Chapters 11B and 12, respectively, of the D.C. personnel regulations.)

## Collective Bargaining Agreement

---

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

## Definitions

---

As used in this instruction –

- “alternative work schedule” means both flexible work schedules and compressed work schedules.
- “compressed work schedule” means (in the case of a full-time employee) an eighty-hour (80-hour) biweekly basic work requirement that is scheduled for less than ten (10) workdays; or (in the case of a part-time employee), a biweekly basic work requirement of less than eighty (80) hours that is scheduled for less than ten (10) workdays and which may require the employee to work more than eight (8) hours in a day.
- “emergency employee” means an employee designated as such by their agency head. Emergency employees are required to report to work, remain at their duty station, or telework as directed by their agency in the event of a declared emergency (i.e., late arrival, unscheduled leave, government closure, etc.), or where most employees are excused from reporting to work because of unusual situations.
- “essential employee” means an employee who is required to report to work or remain at work during a period of a declared emergency.
- “flexible work schedule” means a work schedule, in the case of a full-time employee, that has an eighty-hour (80-hour) biweekly basic work requirement that allows an

employee to determine his or her own schedule within the designated hours (core hours) set by the employing agency; in the case of a part-time employee, a work schedule that has a biweekly basic work requirement of less than eighty (80) hours which allows an employee to determine his or her own schedule within the designated hours set by the employing agency.

- “scheduled tour of duty” means the period within an administrative workweek, within which employees are required to be on duty regularly.
- “unscheduled leave” means annual leave, compensatory time, exempt time off, or leave without pay during a declared emergency taken by an employee without obtaining advance approval or providing detailed justification.
- “unscheduled telework” means an employee (on an approved telework agreement) is allowed to telework without obtaining advance approval when a declared emergency is in effect on a day or during a period in which the employee was not previously scheduled to telework.

## Additional Information

---

For additional information concerning this instruction, please contact the Department of Human Resources, Policy and Compliance Administration, by calling (202) 442-9700 or by sending an e-mail to [dchr.policy@dc.gov](mailto:dchr.policy@dc.gov).

  
\_\_\_\_\_  
Ventris C. Gibson  
Acting Director, Department of Human Resources

10-28-15  
Date

## Attachment 1 – Declared Emergency Policies At-A-Glance

---

**[Begins on Next Page]**



**DECLARED EMERGENCY POLICIES AT-A-GLANCE**  
(Revised October 2015)

Declared emergency provisions are contained in Chapter 12, Hours or Work, Legal Holidays and Leave

√	I. Declared Emergency	A declared emergency that arises prior to or during an employee’s tour of duty which impacts the operating status of the District government. <i>(Refer to § 1270 of Chapter 12)</i>
√	II. Three (3) Basic Types of Declared Emergencies	A situation that results in (1) late arrival; (2) early dismissal; or (3) a closure <i>(Refer to §§ 1270 thru 1273)</i>
√	III. Declared Emergency – Late Arrival	An employee is granted a period of excused absence (generally, 2 hours) in which to report to work. Applies to employees scheduled to report for duty by no later than 10:00 a.m. <i>(Refer to § 1272)</i>
√	IV. Declared Emergency – Unscheduled Leave	An employee may use annual leave, comp. time, or exempt time off to his or her credit, or Leave Without Pay without obtaining advance approval. <i>(Refer to § 1272)</i>
√	V. Declared Emergency – Unscheduled Telework	Allows an emergency employee to telework, if activated and directed to do so. <i>(Refer to § 1211)</i>
√	VI. Declared Emergency – Early Dismissal	An employee may be granted administrative leave when an early dismissal occurs prior to the end of the employee’s normal workday. The employee must be in a duty status when the early dismissal is received, and his or her regular tour of duty must end after the time of early dismissal but not later than 7:00 p.m.
√	VII. Declared Emergency – Closure (also referred to as a shut-down)	Certain employees are granted administrative leave for the entire day of a government closure <i>(Refer to § 1273)</i>
√	VIII. Essential and Emergency Employees	Employees designated as essential or emergency employees are required to report to work regardless of the declared emergency. Emergency employees may telework if directed to do so. <i>(Refer to 1270)</i>

## Attachment 2 – Office of Pay & Retirement Services (Non-union Quick Reference)

---

**[Begins on Next Page]**

## 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:**

From Sunday 12/14/2014 to Saturday 12/27/2014															
TimeSheet	Overview														
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code
													8.00	8.00	Administrative Closing Pay - A
												8.00		8.00	Holiday Pay - HUL
8.00	8.00	8.00	8.00	8.00				8.00	8.00	8.00				64.00	Regular Pay - REG

### 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:

From Sunday 12/14/2014 to Saturday 12/27/2014															
TimeSheet	Overview														
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code
													8.00	8.00	Admin Closing Worked - ACW
												8.00		8.00	Holiday Pay - HUL
8.00	8.00	8.00	8.00	8.00				8.00	8.00	8.00			8.00	72.00	Regular Pay - REG

**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:

From Sunday 12/14/2014 to Saturday 12/27/2014																
Timesheet														Overrides		
Sun 12/14	Mon 12/15	Tue 12/16	Wed 12/17	Thu 12/18	Fri 12/19	Sat 12/20	Sun 12/21	Mon 12/22	Tue 12/23	Wed 12/24	Thu 12/25	Fri 12/26	Sat 12/27	Total	Time Reporting Code	
												3.00		3.00	Administrative Closing Pay - A	
												5.00		5.00	Admin Closing Worked - ACW	
											8.00			8.00	Holiday Pay - HOL	
	8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00		5.00		69.00	Regular Pay - REG	

Save for Later      Submit

## Attachment 3 – Office of Pay & Retirement Services (Union Quick Reference)

---

**[Begins on Next Page]**

## 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:**

From Sunday 12/14/2014 to Saturday 12/27/2014																
Timekeeper															Comments	TRC
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code	
													8.00	8.00	Admin Closing Pay Schedules	
											8.00			8.00	Holiday Pay Union - HDL2	
8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00					61.00	Regular Pay - REG	
<input type="button" value="Save for Later"/> <input type="button" value="Submit"/>																

### 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:

From Sunday 12/14/2014 to Saturday 12/27/2014																
Timekeeper															Comments	TRC
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code	
													8.00	8.00	Admin Closing Worked - ACW	
														8.00	Holiday Pay Union - HDL2	
8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00					62.00	Regular Pay - REG	
<input type="button" value="Save for Later"/> <input type="button" value="Submit"/>																

**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:

From Sunday 12/14/2014 to Saturday 12/27/2014														Total	Time Reporting Code
Sun 12/14	Mon 12/15	Tue 12/16	Wed 12/17	Thu 12/18	Fri 12/19	Sat 12/20	Sun 12/21	Mon 12/22	Tue 12/23	Wed 12/24	Thu 12/25	Fri 12/26	Sat 12/27		
												3.00		3.00	Admin Closing Pay Schedulec
												5.00		5.00	Admin Closing Worked - ACW
										8.00				8.00	Holiday Pay Union - HOL2
	8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00		5.00		69.00	Regular Pay - REG

Save for Later      Submit