

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

This E-DPM bulletin may be accessed electronically at www.dchr.dc.gov, by clicking on the "Policies and Procedures" and "Electronic-District Personnel Manual (E-DPM)" links for Chapter(s):
11B & 12

District Personnel Manual Issuance System

E-DPM Bulletin No. 11B-79 & 12-283

SUBJECT: Implementation of Shut-Down Policy
due to the Inclement Weather Emergency of
Tuesday, December 10, 2013

Date: December 11, 2013

1. Authority and Applicability

a. Authority

D.C. Official Code § 1-612.01 *et seq.*; section 1270 – *Declared Emergencies - In General*, and 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 – Tuesday, December 10, 2013

a. Due to the inclement weather emergency on **Tuesday, December 10, 2013**, 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 Tuesday, December 10, 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. Employees designated as "*essential employees*" were required to work during the declared emergency on Tuesday, December 10, 2013. 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.

Inquiries: Policy and Compliance Administration, DCHR (202) 442-9700
Bulletin Expires: December 31, 2013

- 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.

4. Employees with an Alternative Work Schedules

A District government employee whose regular Alternative Work Schedule (AWS) day off was scheduled on Tuesday, December 10, 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 Tuesday, December 10, 2013.

5. Administrative Closing Pay

- a. As a result of the declared emergency on Tuesday, December 10, 2013, an essential employee or an emergency employee who was required to perform non-overtime work on Tuesday, December 10, 2013 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.

6. PeopleSoft System E-Time

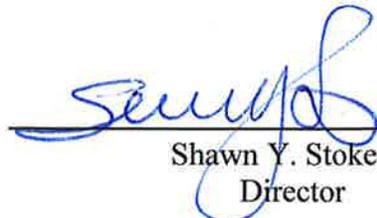
For purposes of entering time in PeopleSoft for the shut-down period on Tuesday, December 10, 2013, non-essential / non-emergency employees should enter "*Administrative Closing Pay.*" For additional guidance in recording time in PeopleSoft, employees should contact their agency Payroll Supervisor, Quality Assurance Liaison, or Timekeeper to address additional questions relating to E-Time.

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.



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Director