



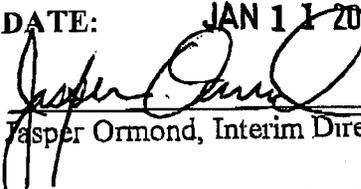
Court Services and Offender Supervision Agency for the District of Columbia

Office of Human Resources

HUMAN RESOURCES DIRECTIVE 610.2

SUBJECT: Hazardous Weather Policy

EFFECTIVE DATE: JAN 11 2002

APPROVED: 
Jasper Ormond, Interim Director

I. INTRODUCTION: Federal Executive Branch agencies have adopted attendance policies and procedures to be followed in the event of hazardous weather. Generally speaking, these policies are administered by the U.S. Office of Personnel Management (OPM), with the decisions as to closings, leave and early dismissals made by the OPM Director, after coordinating with the Washington Area Council of Governments and *METRO* officials. As a federal agency, CSOSA will follow the federal guidelines to the extent possible. But our unique mission, which requires close coordination with the courts, dictates that we also take into consideration the status of the D.C. Courts.

II. COVERAGE: This Directive applies to all supervisors and staff, interns and contract employees of the Court Services and Offender Supervision Agency, excluding the Pretrial Services Agency.

III. POLICY: CSOSA is a key player in the criminal justice system of the District of Columbia. Therefore, we will take whatever actions necessary to maintain a sufficient level of staffing to fulfill our responsibilities to the Courts, our clients and the citizens of the District.

Each major component will designate appropriate supervisors and employees as "Emergency Staff." Emergency Staff are required to report for duty regardless of weather or other conditions, unless specifically exempted or excused from duty. Emergency Staff designations should be limited to those managers and staff whose presence is *required* in order to maintain essential operations; protect critical information, facilities or equipment; or maintain internal security or public safety. The current list of Emergency Staff can be found at *Attachment 1*.

The basic policy for non-emergency management and staff is as follows:

Staff of the Office of the Director will follow OPM policy - *see Attachment 2*.

The Office of Community Supervision Services will also follow OPM policy, *except* for CSOs with hearings scheduled - *see Section IV B. below*.

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It is important to note that OPM and the D.C. agencies use different terminology in some cases. For instance, OPM uses the term “Unscheduled Leave” to describe the situation where employees may stay home at their discretion on annual leave or leave without pay (LWOP), without having to get supervisory approval in advance. D.C. agencies use “Liberal Leave” to describe the same situation. Some media announcements also use the terms interchangeably.

IV. DISCUSSION: In the case of shutdowns, late openings or special leave situations occurring *prior to the beginning of the workday*, OPM and the D.C. Courts both announce their hazardous weather policies on a variety of local TV and radio outlets. While we expect that the policies will usually be consistent, this may not always be the case. For instance, the Courts may remain open or open late, while OPM declares the federal government closed. *Therefore, it is each employee’s responsibility to check for the applicable information.*

Early dismissals or closings *after the start of the workday* will be announced via CSOSA’s e-mail system and followed up by phone calls. For CSOSA, early dismissal and closing decisions are reserved to the Director or Deputy Director.

Individual managers are not authorized to release employees early on administrative leave; they may, however, consider individual requests for annual leave or LWOP for staff who need to leave early.

A. Office of the Director – Except for Emergency Staff, the Office of the Director will follow OPM policy. For instance, if OPM announces a “Two-hour Late Arrival Policy” for the federal government, the Office of the Director will follow that policy.

B. Office of Community Supervision Services (CSS) - CSS will generally follow OPM policy. If OPM declares the federal government “Open,” all CSOs are expected to report, regardless of the policy announced by the Courts. *However*, if OPM declares the federal government “Closed,” or on “Unscheduled Leave,” Community Supervision Officers scheduled to attend hearings on the day (or days) in question are considered “Emergency Staff” for that purpose and must report for duty if the D.C. Courts remain open for business (or announce a “OPEN at 10:00” policy). Therefore, CSOs must listen for *both* OPM and Court media announcements – see *Attachment 3*.

C. If you are attending or scheduled to attend a training class sponsored by CSOSA’s Training & Career Development Center, classes will be held *as scheduled* as long as the federal government is OPEN. If federal offices are CLOSED or in an UNSCHEDULED LEAVE or DELAYED ARRIVAL status, training classes will be cancelled for that day.

V. CANCELLATIONS: This Directive cancels the December 18, 1999 Memorandum from the Associate Director for Human Resources, subject: Hazardous Weather Policies, HRD 610.2 dated December 6, 1999, and any previous issuances applicable to the D.C. Board of Parole and Adult Probation.

ATTACHMENT 1.

EMERGENCY STAFF LISTING

Office of the Director

1. IT Director
2. Director of Facilities
3. Payroll Specialist (as necessary for NFC processing)

Office of Community Supervision Services

1. Community Supervision Officers scheduled to appear at hearings.

OFFICE OF PERSONNEL MANAGEMENT HAZARDOUS WEATHER POLICY

The following guidelines are intended to coordinate decisions made by Federal agencies concerning group dismissals or closure of activities in emergency situations in the Washington, D.C., area. These guidelines apply to snow emergencies, severe icing conditions, floods, earthquakes, hurricanes, air pollution, power failures, interruption of public transportation, and other situations in which significant numbers of employees are prevented from reporting for work on time or which require agencies to close all or part of their activities. These procedures apply to all executive agencies (except the U.S. Postal Service) located inside the Washington Capital Beltway. Facilities outside the Beltway may prefer to develop their own plans, since they normally are subject to different emergency and traffic conditions than those inside the Beltway. In unusual situations, however, the Office of Personnel Management (OPM) may issue guidelines affecting facilities outside the Beltway, as well.

The concentration of Federal workers in the Washington, D.C., area requires that any change in their work hours because of emergency conditions be coordinated carefully with municipal and regional officials to minimize disruption of the highway and transit systems. For this reason it is essential that, to the extent possible, Federal agencies in the metropolitan area comply with this area-wide plan and the announced decisions on dismissal or closure. Independent action by agencies should be avoided. Some agencies may need to exclude certain offices or activities--especially those in the outlying areas--from the plan. These agencies should notify OPM of such exemptions and update such notices when necessary. Application of this guidance must be consistent with the provisions of applicable collective bargaining agreements or other controlling policies, authorities, and instructions. Nothing in this plan is intended to limit an agency's authority to grant or deny leave or manage its workforce.

OPM Responsibilities

In the Washington, D.C., area, the Office of Personnel Management is the Federal Government's point of contact with municipal governments and regional organizations, such as the Washington Metropolitan Area Transit Authority (*METRO*). The designated official at OPM will consult with appropriate municipal and regional officials before a decision on closure, dismissal, or special leave treatment is made and will brief the Director of OPM on highway, transit, and emergency conditions.

The Director of OPM will then make a decision on whether to curtail Federal operations. This decision will be based on the need to keep Federal operations functioning as normally as possible and on concern for the safety of Federal employees.

OPM will notify the Personnel Director of each agency of a decision to close Federal agencies, invoke an "Unscheduled Leave" or "Adjusted Home Departure" policy, or dismiss Federal employees before the close of the normal workday using the "Emergency During" policy. Information will be available on OPM's website at www.opm.gov (click on the *penguin*).

OPM requests that all agencies making a different decision notify our Office of Communications at (202) 606-2166, FAX (202) 606-2264, or E-mail to "news@opm.gov"

If the emergency occurs before normal working hours, OPM will make every effort to notify the local news media by 6:00 a.m. of the policy to be announced. If the emergency occurs during work hours, OPM will notify agency Personnel Directors by telephone and/or FAX of any dismissal policy. Some agencies with law enforcement or emergency responsibilities have the Federal Emergency Management Agency's GP-2200 communications circuit. OPM will transmit the announcements on this circuit. Communication centers should be instructed to notify their personnel offices of the announcements.

Agency Responsibilities

At least annually, agencies should provide written procedures for emergency dismissal or closure to employees working in the Washington, D.C., area. The notice should tell employees how they will be notified and include the text of the media announcements to be used and a detailed explanation of their meaning. The notice also should explain that accrued compensatory time may be used instead of leave or leave without pay (LWOP), if requested by the employee.

At least annually, agencies should identify "Emergency" personnel and notify them in writing that they are designated as "Emergency Employees." The notice should include the requirement that emergency employees report for, or remain at, work in emergency situations and an explanation that dismissal or closure announcements do not apply to them unless they are instructed otherwise. If an agency determines that a situation requires non-emergency employees to report for, or remain at work during an emergency, the agency should establish a procedure for notifying them individually.

Agencies are responsible for determining closure, dismissal, and leave policies for employees on shift work and alternative work schedules (i.e., flexible or compressed work schedules) and for informing employees of these policies.

Occasionally in emergency situations, individual employees may face special family situations (e.g., when employees are expected to report for work on time, but the schools open late or are closed). The Office of Personnel Management will not provide the media with an announcement to cover these situations. Agencies should notify employees of procedures to be followed when this occurs and should be as flexible and understanding as possible in approving leave in these situations.

Emergencies Before the Workday Begins

The Office of Personnel Management will provide one of the following five announcements to the media when an emergency occurs before the workday begins. Agencies must explain the meaning of these announcements to employees because this will not be included in the media

announcements. The following announcements apply to Federal agencies located inside the Washington, D.C., Capital Beltway.

OPEN AS USUAL

“Federal agencies are OPEN. Employees are expected to report for work on time.”

(Means Federal agencies will open on time, and employees are expected to report for work as scheduled.)

UNSCHEDULED LEAVE

“Federal agencies are operating under an UNSCHEDULED LEAVE policy; employees may take leave without prior supervisory approval.”

(Means Federal agencies will open on time, but employees not designated as emergency employees may take annual leave or leave without pay (LWOP) without the prior approval of their supervisors. Employees should inform their supervisors of their intentions as soon as possible. Employees designated as “emergency employees” are expected to report for work on time.)

DELAYED ARRIVAL

“Federal agencies are operating under a DELAYED ARRIVAL policy. Employees should plan to arrive at work XX hours later than their normal starting time”

(Means Federal agencies will open on time, but non-emergency employees should adjust their normal home departure time consistent with the announcement, and non-emergency employees who arrive late will be excused without loss of pay or charge to leave. For example, if an employee normally begins work at 8:00 a.m. and a 2-hour delayed arrival policy is announced, the employee will be expected to report for work at 10:00 a.m. Employees designated as “emergency employees” are expected to report for work on time.)

DELAYED ARRIVAL/UNSCHEDULED LEAVE

“Federal agencies are operating under a DELAYED ARRIVAL and UNSCHEDULED LEAVE policy. Employees should plan to arrive at work XX hours later than their normal starting time, and/or

employees may take leave without prior supervisory approval.”

(Means Federal agencies will open on time, but non-emergency employees should adjust their normal home departure time consistent with the announcement, non-emergency employees who arrive late will be excused without loss of pay or charge to leave, and employees not designated as “emergency employees” may take annual leave or LWOP without the prior approval of their supervisors. Employees should promptly inform their supervisors if they plan to take annual leave or LWOP. Employees designated as “emergency employees” are expected to report for work on time.)

CLOSED

“Federal agencies are CLOSED”

(Means employees not designated as “emergency employees” are excused from duty without loss of pay or charge to leave. Employees designated as “emergency employees are expected to report for work on time.”)

If it is announced that the Federal Government is open, but employees are unavoidably delayed in arriving for work, agencies may grant a reasonable amount of excused absence to those employees. In determining the amount of excused absence to grant, agencies should consider such factors as distance, availability and mode of transportation, and the success of other employees in similar situations.

Workdays on which a Federal activity is closed are non-workdays for leave purposes. Because leave cannot be charged for non-workdays. See 5 U.S.C. §6302(a) Employees who are on leave which was approved *before* the closure also must be granted excused absence. (Note: This does not apply to employees on LWOP, on military leave, on suspension, or in a nonpay status on the workday before and after the closure. These employees are not entitled to excused absence and should remain in their current status.)

An employee on an alternative work schedule (AWS) whose AWS day off is the same workday on which a Federal activity is closed is not entitled to another AWS day off. Furthermore, there is no basis for an agency to grant an excused absence to such an employee on the AWS day off.

Agencies may use the guidance in OPM's “Handbook on Alternative Work Schedules, December 1996” The handbook is available on OPM's website at www.opm.gov.

Emergency During Normal Work Hours

The Office of Personnel Management may announce an “EARLY DISMISSAL” policy to permit the early dismissal of Federal employees when an emergency develops during normal work hours. When an EARLY DISMISSAL is authorized by OPM, employees should be dismissed relative to their normal departure times from work. For example, if a 3-hour early dismissal is announced as a result of a snowstorm or hurricane, workers who normally leave their offices at

5:00 p.m. would be authorized to leave at 2:00 p.m. Workers who normally leave at 6:00 p.m. would be authorized to leave at 3:00 p.m. Supervisors should exempt individual employees from authorized dismissal times under this policy only to avoid particular hardships (e.g., when younger children are released early from school and no alternative forms of child care or transportation are available to the employee).

When individual employees are exempted from authorized dismissal times, no leave should be charged.

Designated emergency staff may leave when authorized by a supervisor or management official.

Whether agencies charge leave or grant excused absence when an emergency develops during normal work hours depends upon whether the employee is on duty, scheduled to report for work, or on leave at the time of dismissal.

Agencies should not charge leave, but grant excused absence, for employees on duty at the time an “early dismissal” policy is officially announced. An excused absence is appropriate for the remainder of the workday following the employee's authorized time of dismissal even if the employee is scheduled to take leave later in the day.

When an employee leaves after receiving official word of the pending dismissal but before the time set for his or her authorized dismissal (with supervisory approval) in a situation not involving a hardship, the agency should charge leave for the period remaining before the employee's authorized departure time. When an employee leaves before an official announcement of the “early dismissal” is received, the agency should charge leave or AWOL (absence without leave), as appropriate, for the remainder of the workday.

When an employee is scheduled to return from leave after the announcement of an “early dismissal” policy but before his or her authorized departure time, the agency should charge leave for the period during which the employee is on approved leave and grant excused absence for the period following the employee's authorized departure time even if the employee is scheduled to take leave later in the day.

When an employee is absent on previously approved annual leave, sick leave or LWOP for the entire workday, the agency should continue to charge the employee leave for the entire workday.

Normally, when an employee is scheduled to report for work before his or her authorized dismissal time, but fails to do so, the agency should charge annual leave, sick leave, or LWOP, as appropriate, for the entire workday. Exceptions to this policy should be made only in unusual circumstances.

An agency may grant excused absence to employees who are scheduled to report for work after an “early dismissal” policy is officially announced. An excused absence is appropriate for the remainder of the workday even if an employee is scheduled to take leave later in the day.

ATTACHMENT 3

DISTRICT OF COLUMBIA COURTS WEATHER POLICIES

A. The Court system utilizes four levels of operations. Announcements are provided to local TV and radio. A phone line (202-879-1010) is also provided for official announcements. The four levels of operations are:

1. **OPEN** - Court will operate as usual
2. **OPEN AT 10:00 A.M.** - All personnel must report by 10:00am. Emergency Staff reports on time.
3. **CLOSED EXCEPT EMERGENCY SCHEDULE** - Only the Juvenile New Referral Court and the Adult Arraignment Court will operate. CSOSA Emergency Staff must report.
4. **CLOSED** - Only the Emergency Judge needs to be covered. CSOSA staff need not report.

B. If a weather emergency occurs during the workday, the Court may announce a “Residential Zone Dismissal Plan.” This Plan provides that employees living outside the District leave as soon as possible, with District residents following one hour later. CSOSA Staff are not covered by this Plan and may leave following a general closing announcement as soon as permitted to do so by an authorized management official.

