



COUNCIL OF THE DISTRICT OF COLUMBIA OFFICE OF THE SECRETARY

MEMORANDUM

To: Members and Staff
From: Nyasha Smith
Date: January 21, 2014
Subject: Operating Status Announcements Policy and Procedure

The following policy and procedure memo has been devised to provide guidance to all employees on standard operating status announcements during emergencies. These procedures apply to situations that may prevent Council employees from reporting to the office on time or remaining at the office for the full workday, and for situations which require the Council to close, including emergencies, severe weather conditions, natural disasters, and other incidents causing disruption of government operations. Our goal is to ensure the safety of Council employees and the general public while maintaining continuity of operations. As such, we are committed to making operating status decisions as far in advance as feasible. Although these procedures are typically issued during the winter months, the announcements are applicable for any emergency or special event that causes or may cause a disruption to our operations.

Decision Matrix, Timeline and Procedures

Chairman

- Confer with EOM and federal OPM to determine operational status.
- Decision about Council operational status should be made by 5:30 a.m. or as early as possible to adequately inform employees.
- Inform Secretary as soon as possible.

Secretary

- Send email to all Members and Staff with information about operational status no later than 6:00 a.m. or as early as possible to inform employees about status.
- Inform IT and request a website post and other appropriate notifications.
- Inform Assistant Secretary.

Assistant Secretary

- Register Council's operational status with media outlets no later than 7:00 a.m. (registered with NBC4, FOX5, WJLA7, Newschannel 8 and WUSA9).
- Change voicemail on main Council line (724-8000) to provide information to employees and the public of operational status no later than 7:00 a.m.
- Send text alert to subscribers.

Procedures for Employees¹

Delayed Arrival

Employees should plan their commute so their arrival for work is no more than XX hour(s) later than the employees' normal arrival times. For example, if there a 2-hour delayed arrival policy, employees who normally would arrive at 9:00 a.m. should arrive for work no later than 11:00 a.m. Such employees will be granted administrative leave for up to the designated number of hours past their normal arrival times.

Early dismissal

Employees will be dismissed from their offices early relative to their scheduled departure times and will be granted administrative leave for the number of hours remaining in their workday beyond their early departure time. For example, if a 3-hour early departure is announced, employees who work 9:00 a.m. until 5:30 p.m. would be expected to depart at 2:30 p.m.

Exceptions

Employees on preapproved leave. An employee who previously requested and was granted leave for the entire day shall be charged leave for the entire day.

Employees who leave before an early dismissal is announced. Employees who depart before an early departure is announced shall be charged annual leave or leave without pay beginning at the time the employees left work and for the remainder of their scheduled workday.

Employees who request and are granted leave after an early dismissal is announced. Employees requesting leave after an early dismissal is announced shall be charged leave only for the period when the employee's leave commences to the hour that an early dismissal is authorized.

Employees scheduled to return to work. If employees are scheduled to return from leave after an early dismissal is announced, the employee will be charged leave for the period prior to the early dismissal time and granted administrative leave for the remainder of the workday following the early dismissal time.

Employees on leave without pay. Employees on leave without pay, leave without pay for military duty, workers' compensation, suspension, or in another nonpay status are not granted excused absence when the Council is closed. These employees remain in their current status. Employees in a nonpay status have no expectation of working and receiving pay for a day during which the Council is closed and therefore will not be granted administrative pay.

¹ D.C. Code § 1-612.01 *et seq.*; District Personnel Manual, Chap. 12, Sec. 1270 – 1272.

Closures

Employees (including employees on pre-approved paid leave) will be granted administrative leave for the number of hours they were scheduled to work unless covered by one of the exceptions listed above.