

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

District Personnel Manual Issuance System

DPM Instruction No. 12-39

This instruction may be accessed electronically at www.dchr.dc.gov, by clicking on the "District Personnel Manual" link; and the "Issuances" link for Chapter(s) 12

SUBJECT: Policies on Declared Emergencies

Date: September 19, 2008

NOTE: This District Personnel Manual (DPM) Instruction supersedes DPM Instruction No. 12-25, *Adjusted Early Dismissal Policy*, dated March 19, 2004.

1. Purpose

The purpose of this DPM instruction is to provide guidance to District government agencies under the personnel authority of the Mayor on the policies to follow in the event an emergency situation, such as hazardous weather, occurs prior to or during normal work hours.

2. Authority

The provisions concerning declared emergencies are contained in sections 1270 through 1273 of Chapter 12 of the D.C. personnel regulations, *Hours of Work, Legal Holidays and Leave*.

3. Provisions

- a. As appropriate in the case of an emergency situation that occurs prior to or during normal work hours, the Mayor's Command Center within the Homeland Security and Emergency Management Agency may announce that the District government is operating under a "Declared Emergency" policy.
- b. When a declared emergency is announced during normal work hours, employees not designated as "emergency employees" may be dismissed prior to their normal departure times from work, without loss of pay or charge to leave, excepted as provided in section 4 below. Emergency employees are required to perform duties identified as critical (i.e., public safety, emergency services, or other crucial operations).
- c. **Emergency employees must adhere to established policies and guidelines for responding to an emergency situation and/or critical condition.** See DPM Instruction

Note: DPM Instructions that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employee under their respective jurisdictions. [See DPM Chapter 2, Part II, Subpart 1, §1.3]

Inquiries: Policy and Planning Administration, DCHR (202) 442-9644

Distribution: Heads of Department and Agencies, HR Advisors, and DPM Subscribers

Retain Until Superseded

No. 12-34, *Guidelines for the Designation of Agency Employees as “Emergency Employees,”* dated March 21, 2008

4. Handling Leave when a “Declared Emergency” Policy is announced

- a. There are three (3) basic situations that may result in a declared emergency:
 - (1) A situation that arises after employees are at work, and results in early dismissals,
 - (2) A situation that arises prior to normal duty hours, and results in the declaration of an unscheduled leave (liberal leave) or late arrival policy, and
 - (3) A situation that arises prior to normal duty hours, and results in a shut-down of District government operations.

- b. District government agencies under the personnel authority of the Mayor must adhere to the following leave policies during emergency situations, as appropriate:

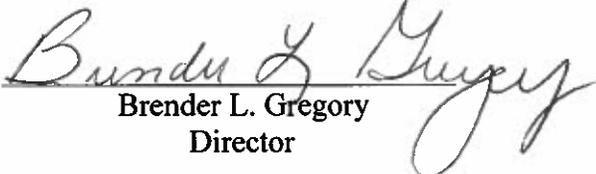
DECLARED EMERGENCIES – EARLY DISMISSALS	
Employee	Leave Policy
<p>In the event the employee is on duty at the time an <i>EARLY DISMISSAL</i> policy is announced.</p>	<p>The agency shall grant administrative leave prior to the close of the employee’s normal workday if: (1) the employee is in a duty status when the early dismissal notice is received; and (2) the employee’s regular tour of duty ends after the time of early dismissal but not later than 7:00 p.m.</p> <p>When an early dismissal is declared, an employee <u>is charged leave</u> under the following circumstances:</p> <ul style="list-style-type: none"> ▪ An employee who previously requested and is granted leave for the entire day → he or she is charged leave for the entire day. ▪ An employee, who prior to the notice of early dismissal, requests and is granted leave for the remainder of the tour of duty → he or she is charged leave for the remainder of the tour of duty. ▪ An employee who requests and is granted leave any time after receiving the notice of early dismissal → he or she is charged leave only from the time the leave starts to the hour the early dismissal is authorized. ▪ An employee who requests and is granted leave prior to the early dismissal notice but intends on returning to a duty status prior to the end of his or her tour of duty → he or she is charged leave for the period specified.

DECLARED EMERGENCIES – LATE ARRIVAL OR UNSCHEDULED LEAVE	
Employee	Leave Policy
The employee is not in duty at the time a LATE OR UNSCHEDULED LEAVE (commonly referred to as liberal leave) policy is announced.	<p>Late Arrival → An employee may be granted up to 2 hours of excused absence to report to work when a late arrival policy is in effect.</p> <p>Unscheduled (Liberal) Leave → An employee may utilize annual leave, compensatory time, or exempt time off to his or her credit, or leave without when an unscheduled leave policy is in effect. An employee may request up to a maximum of 8 hours.</p>

DECLARED EMERGENCIES – GOVERNMENT SHUT-DOWN	
Employee	Leave Policy
Prior to the start of normal duty hours, the employee is informed that a GOVERNMENT SHUT-DOWN is in effect.	Government Shut-Down → An employee is granted administrative leave for the entire day of a government shut-down.

5. Excused Absence

To avoid hardships, agencies may grant a reasonable amount of excused absence to employees who need to leave before the official “declared emergency” announcement is made and employees are dismissed. For example, excused absence may be granted before the employee’s authorized time of early dismissal when young children are released from school or child care facilities close earlier than the announced dismissal time and no other child care arrangements can reasonably be made. However, employees have no entitlement to excused absence.


 Brender L. Gregory
 Director

Attachment:

- *Quick Reference Chart – District Government Policy – Declared Emergencies (September 2008)*

DISTRICT GOVERNMENT POLICIES ON “DECLARED EMERGENCIES”

This Chart summarizes the policies that District government agencies under the authority of the Mayor must follow in the event an emergency is declared

<p><i>I. “Declared Emergency”</i></p>	<p>A “<i>declared emergency</i>,” such as inclement weather, may arise prior to an employee’s normal tour of duty, or after an employee reports to work</p> <p>The Mayor may declare an emergency whenever he or she deems it to be appropriate in the PUBLIC INTEREST</p> <p><i>[Please refer to section 1271 of Chapter 12 of the D.C. personnel regulations, Hours of Work, Legal Holidays and Leave]</i></p>
<p><i>II. Continuation of Critical Government Operations during Emergency Situations</i></p>	<p>Critical District government operations such as public safety, emergency services, or other crucial operations, cannot be suspended or interrupted during emergency situations</p>
<p><i>III. Three (3) basic situations that may result in a declared emergency</i></p>	<p>(1) A situation that arises <u>after</u> employees are at work, and that results in early dismissals;</p> <p>(2) A situation that arises <u>prior to</u> normal duty hours, and that results in an unscheduled leave or late arrival policy; and</p> <p>(3) A situation that arises <u>prior to</u> normal duty hours, and results in a shut-down of District government operations.</p> <p><i>[Please refer to section 1270 of Chapter 12 of the regulations]</i></p>
<p><i>IV. Declared Emergency – Early Dismissal</i></p>	<p>When an emergency is declared resulting in the early dismissal of District government employees, administrative leave may be granted prior to the close of the employee’s normal workday. The employee, however, (1) must be in a duty status when the early dismissal notice is received; and (2) his or her regular tour of duty must end after the time of early dismissal but not later than 7:00 p.m.</p> <p><i>[Please refer to section 1271 of Chapter 12 of the regulations]</i></p>

<p><i>V. Circumstances When An Employee is Charged Leave under an Early Dismissal Policy</i></p>	<p>(1) When an employee previously requested and is granted leave for the entire day, he or she is to be charged leave for the entire day.</p> <p>(2) When, prior to the notice of early dismissal, an employee requests and is granted leave for the remainder of the tour of duty, he or she is to be charged leave for the remainder of the tour of duty.</p> <p>(3) When an employee requests and is granted leave any time after receiving the notice of early dismissal, he or she is to be charged leave only from the time the leave starts to the hour the early dismissal is authorized.</p> <p>(4) When an employee who requests and is granted leave prior to the early dismissal notice makes known his or her intention of returning to work before the end of his or her tour of duty, the employee is to be charged leave for the period specified.</p> <p><i>[See sections 1271.4 through 1271.7 of Chapter 12 of the regulations]</i></p>
<p><i>VI. Declared Emergency – Late Arrival or Unscheduled Leave</i></p>	<p>An employee shall be granted up to two (2) hours of excused absence to report to work when a late arrival policy is in effect.</p> <p>An employee may utilize annual leave, compensatory time, or exempt time off to his or her credit, or leave without pay when an <u>unscheduled leave</u> (commonly referred to as “<i>liberal leave</i>”) policy is in effect.</p> <p><i>[See section 1272 of Chapter 12 of the regulations]</i></p>
<p><i>VII. Declared Emergency – Shut-Down</i></p>	<p>An employee shall be granted administrative leave for the entire day of a government shut-down.</p> <p><i>[Please refer to section 1273 of Chapter 12 of the regulations]</i></p>
<p><i>VIII. Impact of Declared Emergencies on Employees Designated as “Emergency Employees”</i></p>	<p>Regardless of whether a late arrival policy, an unscheduled leave policy, or a government shut-down is in effect, District government employees designated as “<i>emergency employees</i>” by their agency are required to report to work.</p> <p><i>[See sections 1270 through 1273 of Chapter 12 of the regulations; and DPM Instruction No. 12-34, Guidelines for the Designation of Employees as “Emergency Employee,” dated March 21, 2008]</i></p>