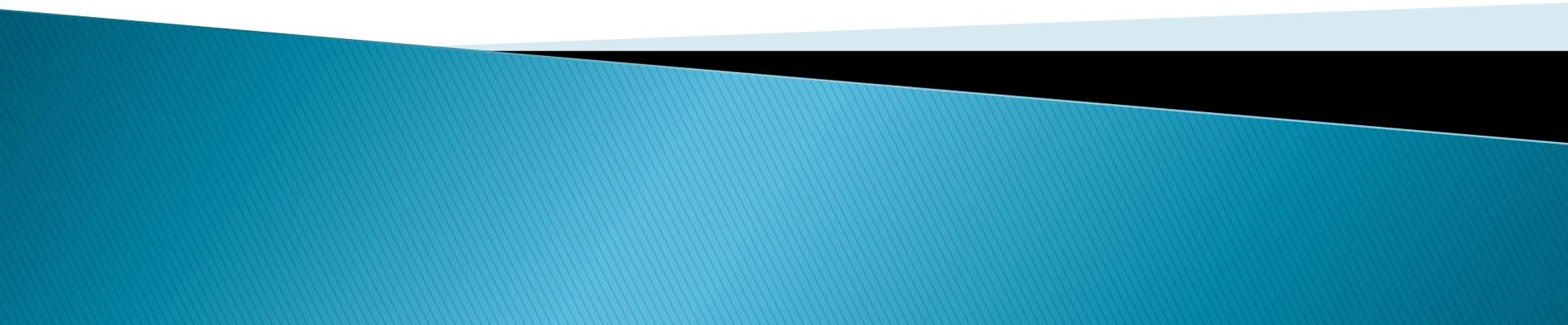


**MRP Field
Emergency Dismissal
and Closure
Procedures Training**



Latest News

- ▶ Office of Personnel Management (OPM) has updated their weather-related announcements. These announcements will be used by OPM field offices, local Federal Executive Boards (FEB) and USDA offices.
- ▶ There are 9 possible announcements.
- ▶ More may be added in the future as circumstances dictate.

Important Points to Remember for Field Employees

- ▶ Listen to your local weather emergency announcements.
- ▶ Follow Marketing and Regulatory Programs (MRP) policy on their interpretation.
- ▶ Know where additional guidance will be coming from, e.g., local FEB, local OPM office, your management chain.
- ▶ Be prepared by bringing your laptop and other necessary work tools home.

Field Office Decisions

Recommend that you follow local FEB/OPM announcements.

Those areas without a local FEB/OPM office will have the highest ranking official make the decision.

MRP Programs that are co-located with other USDA offices will make joint USDA decisions.

1. Federal offices are OPEN. Employees are expected to report to their worksite on time or begin telework on time.

- ▶ This announcement means that employees, including teleworkers, are expected to report as scheduled.

2. Federal Offices Open with the option for Unscheduled Leave/Unscheduled Telework

Agencies will open on time. Employees may:

- ▶ Report for work as usual,
- ▶ Request unscheduled leave, or
- ▶ Request unscheduled telework.

“Unscheduled Telework” means employees:

- ✓ Already **scheduled** to telework must begin their day on time and continue to telework until the end of their scheduled tour, or request unscheduled leave.
- ✓ **Not scheduled** to telework may opt to do so as long as the employee has a telework agreement in place and notifies their supervisor of their intent. They must also begin their day on time and continue to telework until the end of their scheduled tour, or request unscheduled leave.

Federal Offices Open with the option for Unscheduled Leave/Unscheduled Telework contd.

“Unscheduled Leave” means employees:

- ✓ Must notify their supervisors of their intent to use leave
- ✓ May substitute an Alternate Work Schedule (AWS) day off for the unscheduled leave day
- ✓ May use scheduling flexibilities during the remainder of the pay period to make up time taken as unscheduled leave,
- ✓ May request annual leave, leave without pay, earned comp time off for travel or earned comp time off in lieu of overtime pay, or
- ✓ Request sick leave, if appropriate

3. Federal offices are OPEN under a XX- HOUR DELAYED ARRIVAL and employees have the option for UNSCHEDULED LEAVE or UNSCHEDULED Telework

Non-emergency employees may:

- ▶ Delay their arrival to work by XX hours,
- ▶ Use unscheduled telework or
- ▶ Use unscheduled leave.

Example: Employee is schedule to arrive by 8am, with 2-hour delayed arrival, employee must arrive by 10 am. S/he will receive **up to** 2 hours administrative leave based on the actual time of arrival. If s/he arrives later, s/he must use leave to cover the excess time.

“Unscheduled Telework” means employees:

- ✓ Already **scheduled** to telework must begin their day on time and continue to telework until the end of their scheduled tour, or request unscheduled leave.
- ✓ **Not scheduled** to telework may opt to do so as long as the employee has a telework agreement in place and notifies their supervisor of their intent. They must also begin their day on time and continue to telework until the end of their scheduled tour, or request unscheduled leave.

4. Federal offices are OPEN –Under a Delayed Arrival – Employees must report to their Office No Later than XX:XX. Employees Have the Option for Unscheduled Leave or Unscheduled Telework.

- ▶ Employees must arrive at their offices by the announced opening time or employees may use UNSCHEDULED TELEWORK or take UNSCHEDULED leave.

- ▶ Delaying arrival means employees:
 - Are to determine the best time to leave home to arrive to their office by the opening time.
 - Must arrive to the office by the indicated time.
 - Arriving later than the indicated time, must request leave to cover the excess time away from the office.

- ▶ UNSCHEDULED TELEWORK means employees:
 - ✓ Already **scheduled** to telework must begin their day on time and continue to telework until the end of their scheduled tour, or request unscheduled leave.
 - ✓ **Not scheduled** to telework may opt to do so as long as the employee has a telework agreement in place and notifies their supervisor of their intent. They must also begin their day on time and continue to telework until the end of their scheduled tour, or request unscheduled leave.

5. Federal Offices Open Under an XX-Hour Staggered Early Departure

Non-emergency employees may be dismissed from their worksite XX hours early based on their regularly scheduled tour of duty or take unscheduled leave to depart prior to their departure time. If an employee leaves before their departure time, s/he will not be granted administrative leave.

Example: A 3-hour early departure means an employee who is regularly schedule to work until 5pm may depart at 2pm. S/he will be granted administrative leave (TC 66) for the regularly scheduled hours remaining in his/her workday.

Employees already Teleworking must continue to telework until the end of their scheduled tour, or request unscheduled leave.

6. Federal Offices Open Under a Staggered Early Departure Employees must depart no later than xx:xx at which time Federal Offices are closed

Non-emergency employee may be dismissed from their worksite XX hours early based on their regularly scheduled tour. Employees must be out of their offices by the final departure time.

Example 1: A 3-hour early departure means an employee who is scheduled to work until 5pm would instead depart at 2pm

Example 2: A 3-hour staggered departure with a final departure time of 2pm means employees with a staggered departure time of 3pm must leave by the 2pm final departure time. These employees will be granted administrative leave (TC 66) from 2pm until the end of the regularly scheduled tour.

Employees already Teleworking must continue to telework until the end of their scheduled tour, or request unscheduled leave.

7. Immediate Departure Federal Offices are CLOSED

Non-emergency employees must depart immediately from their offices. Employees will be granted administrative leave (TC 66) for the number of hours remaining in their regularly scheduled tour.

Employees who leave before the announcement will be charged leave from the time they left to the end of their regularly scheduled tour.

Employees already Teleworking must continue to telework until the end of their scheduled tour, or request unscheduled leave.

8. Federal offices are CLOSED Emergency and Telework-Ready Employees Must Follow Their Agency's Policies

- ✓ Nonemergency employees with approved telework agreements are required to telework but will receive 2 hours of administrative leave (TC 66) on the day of the closure.
- ✓ Nonemergency employees without telework agreements will be granted administrative leave (TC 66) for the number of hours regularly scheduled to work.

Federal offices are **CLOSED**

Emergency and Telework-Ready Employees Must Follow Their Agency's Policies cont.

- ❖ What happens if I am a nonemergency employee on preapproved leave on the day of a closure?

Nonemergency employees...	With telework agreements...	Without telework agreements...
On pre-approved sick leave due to illness,	Will continue to be charged sick leave.	Will continue to be charged sick leave.
Whose pre-approved sick leave is cancelled because the medical appointment is cancelled,*	May choose to telework or request another form of leave.	Will be granted administrative leave, (TC 66) for the number of hours regularly scheduled to work.
On pre-approved leave, e.g., annual leave, credit hours, compensatory time off,	May choose to telework or remain on leave.	Will continue to be charged leave.

*Note: Because the medical appointment is cancelled, the legal basis for the sick leave has been eliminated and the sick leave must be cancelled.

9. Federal Offices are under SHELTER-IN-PLACE (SIP) and are CLOSED

- ▶ Employees must:
 - Find shelter as instructed in their Program's emergency procedures.
 - Remain in the designated area until notified that they may return to their office or leave the worksite.

- ▶ Employees prevented from entering the worksite must be granted administrative leave for the duration of the announcement.

- ▶ Employees already scheduled to telework must continue working unless affected by the SIP emergency or otherwise directed by their Program.

- ▶ An OPM SIP announcement is not intended to supersede any Agency-specific SIP-type plans or procedures and Agencies retain the authority to act on their own without an OPM SIP announcement as circumstances dictate.

Frequently Asked Questions

- ❖ What do I do if I have elder care or childcare responsibilities?
 - In a closure situation you must take leave.
 - In delayed arrival and staggered early departure scenarios supervisors may grant administrative leave due to unusual circumstances or hardship situations.
- Employees may not use Telework to provide elder/child care. However, a caregiver may be present in the home to care for a dependent (infant, non-school age child and/or elder) while the teleworker is performing their official duties. Also, a dependent may be permitted in the home, provided they do not require constant supervision or care (i.e., older child or adolescent).

Frequently Asked Questions contd.

- ❖ What if I do not have any leave?
LWOP or make up time (flex schedules)
- ❖ What if I forgot to bring my laptop home?
Be prepared to either take leave or retrieve your laptop.
- ❖ My supervisor did not tell me to take my laptop home with me or call me to tell me to come in and get my laptop.
Be prepared to either take leave or retrieve your laptop.
- ❖ I was on leave (or it was my AWS day off) the day before the emergency. Do I receive administrative leave too? 1. Preapproved leave & office closure – It depends (see slide 14), 2. AWS day off – No, 3. Preapproved leave & early dismissal – No.

Frequently Asked Questions contd.

- ❖ What happens when I lose power or connectivity while teleworking?

If OPM announces...	Then...	In the event of lost power or connectivity, you...
Unscheduled Telework with area offices remaining OPEN	Regardless of whether or not it is your telework day	<p>Are expected to report to the office or take leave.</p> <p>Decide to take leave and your power/connectivity returns you may resume working until the end of your regularly scheduled tour for the day.</p> <p>Remember to keep your supervisor advised of your situation.</p>
That Federal offices are CLOSED	Regardless of whether or not it is your telework day	<p>Will receive administrative leave (TC 66) for the time period that power/connectivity is lost unless you have other work to perform that does not require power and/or a computer.</p> <p>Are expected to monitor your situation in the event that connectivity and/or power returns. Once it returns, you are expected to resume working or request leave</p> <p>Remember to keep your supervisor advised of your situation.</p>

Note: The above guidance applies even when inclement weather is not a factor and you lose power and/or connectivity while teleworking. At any time, if the office is OPEN you would be expected to travel into the office or request leave.

Important Links

HRDG dismissal policy:

http://www.aphis.usda.gov/mrpbs/publications/hr_desk_guide/4630/4630sdsb.shtml#who

HRDG on Telework:

http://www.aphis.usda.gov/mrpbs/publications/hr_desk_guide/4368/index.shtml

Ways to find Emergency Dismissal Information

- ▶ Fact Sheet – Flexibilities for employees affected by weather and other emergencies:
http://www.aphis.usda.gov/mrpbbs/hr/downloads/FACT_SHEET_Assistance_Available_During_Emergencies.pdf
- ▶ GovDelivery – for those who have it:
<https://public.govdelivery.com/accounts/USDAAPHIS/subscribe/new>
- ▶ Local OPM website – www.opm.gov
- ▶ Local FEB website
- ▶ Local news/radio/internet announcements
- ▶ Work email account: Ask your management/RMS office if guidance is sent via email

Contacts

- ▶ Leave and Compensation Team, HRO
 - Cindy.L.Hadlich@aphis.usda.gov or (612) 336-3310
 - Lisa.A.Roach@aphis.usda.gov or (612) 336-3314
 - Deborah.K.Thilgen@aphis.usda.gov or (612) 336-3316
 - Kristine.L.Wagner@aphis.usda.gov or (612) 336-3317
 - Mary.J.Yasgar@aphis.usda.gov or (612) 336-3331
- ▶ Policy on Pay, Leave and Tours of Duty
 - Nella.H.Roberts@aphis.usda.gov or (301) 851-2910
- ▶ Telework Policy
 - Tara.L.Coker@aphis.usda.gov or (301) 851-2883