MEMORANDUM

Date: December 19, 2016

To: All ODAR Employees in the National Capital Region

From: Robert Jandrlich /s/
Associate Commissioner for
Executive Operations and Human Resources

Subject: Policy for Hazardous Weather and Other Emergencies -- INFORMATION

On November 14, 2016, the Office of Budget, Facilities and Security released a memorandum explaining agency policy for responding to hazardous weather and other emergency situations in the DC Metropolitan area (attached). As a supplement to that information, we want to ensure employees are mindful of the pertinent administrative leave policy in these situations. This memorandum also offers reminders regarding the effect of office closures, delayed arrivals, and early dismissals as they apply to employees scheduled to telework.

GUIDANCE WHERE A BUILDING CLOSES FOR AN ENTIRE WORKDAY:

In most cases where a building closes for an entire day, employees in pay status (including those on scheduled, paid leave) should input a full shift of administrative leave. Managers should also grant a full shift of administrative leave for AFGE, NTEU, and non-bargaining unit employees scheduled to telework. Teleworking employees covered by the IFPTE collective bargaining agreement are required to complete a full workday when their official duty station is closed for the full day.

GUIDANCE WHERE A BUILDING CLOSES FOR A PORTION OF A WORKDAY:

Delayed Opening

When there is a delayed opening, flextime is suspended and ODAR Headquarters (HQ) reverts to a fixed shift schedule. The fixed shift for ODAR HQ is 8:00 AM - 4:30 PM for employees scheduled to work an 8-hour day, 8:00 AM - 5:30 PM for employees scheduled to work a 9-hour day, and 7:30 AM – 6:00 PM for employees scheduled to work a 10-hour day.
Please note:

- Employees who are unaware of the delayed opening and report to work before the start of their delayed opening time must complete their daily tours or work until the end of their assigned fixed shifts (i.e., 8½, 9½, or 10½ hours), **whichever occurs first**. Employees must request leave if they do not complete their daily tours or their assigned fixed shifts.
- Employees who are unable to arrive at the designated time or are unable to complete their workday on a delayed opening day must request leave under the normal leave approval process.
- Supervisors must excuse employees who are on approved paid leave for the number of hours the office is closed. Supervisors should charge these employees leave only for the number of hours remaining in their tours of duty after the delayed opening.

For additional policy guidance, as well as examples that may be applicable to your specific scenario, please see the *Personnel Policy Manual (PPM) Chapter S630_10 4.1.3*.

**Early Dismissal**

In case of early dismissal, managers should excuse employees from duty from the time the office is closed until the end of their workday.

Please note:

- Supervisors must excuse employees who are on approved paid leave for the period of time covered by the early dismissal. Supervisors must use employees’ fixed shifts to determine the period of excused absence/administrative leave for employees who are on leave on the day of an early dismissal.
- If employees at work take leave before an early dismissal, they will only be charged leave for the period of absence preceding the dismissal.
- Employees in a nonpay status for at least the minimum allowable leave increment, immediately before and after an early dismissal, continue in a nonpay status during the dismissal period.
- In instances of early dismissal, employees are not permitted to remain past the official closing time to work credit hours or other premium time.

For additional policy guidance, as well as examples that may be applicable to your specific scenario, please see *PPM Chapter S630_10 4.1.4*.

**Delayed Arrivals/Early Dismissals and Telework**

When the Office of Personnel Management or the building Facilities Manager announces a delayed arrival or early dismissal, all teleworking employees are required to complete a full workday or request leave. This covers both those employees on a regular telework schedule and those on episodic telework. Please remember that we cannot compel employees to telework.
Please note:

- If a delayed opening is announced and then changed to a closure prior to the end of the morning flexible band, it will be considered a full day closure rather than an early dismissal.
- Employees scheduled to telework who request leave for their entire tour of duty prior to an announcement being made are no longer scheduled to telework. If a late opening or early dismissal is announced, they will be granted administrative leave for the period of the late opening or early dismissal. These employees will then be charged their requested leave for the remainder of their tour of duty.
- Employees scheduled to telework who request leave for a partial part of their tour of duty, and a late opening or early dismissal is announced, will not be excused from duty for the period of the late opening or early dismissal and must account for their entire tour of duty with work or approved leave.

For additional policy guidance, as well as examples that may be applicable to your specific scenario, please see PPM Chapter S650.1 5.8.5.

GENERAL GUIDANCE

Flexible 5/4-9 and Flexible 4/10 Work Schedules

An employee whose office is closed or opens late on his or her regular day off is not entitled to a substitute day off or hours off. An employee cannot be excused from duty on a non-workday.

Employees on Official Travel

Employees who are working at a temporary duty station (i.e., not at their permanent official duty station or alternate duty station) when there is a delayed opening, early dismissal, or full day closure at their permanent duty station due to hazardous weather or other emergencies must follow the emergency announcements for the temporary duty station.

Mass Emergency Notification System (MENS)/Telecaster Notifications

Employees receiving notifications should follow the guidance in the notification. If the facility closes early or is announced closed prior to opening as a result of an emergency, employees should follow the guidance as stated above based on their bargaining unit status.

If you have any questions, please contact your immediate supervisor. If managers have any questions, please contact Megan McGormley Cheng at (703) 605-7781.
THIS DOES NOT PERTAIN TO ODAR EMPLOYEES LOCATED IN BALTIMORE

As winter approaches, we want to share the agency policy for responding to hazardous weather and other emergency situations. Our primary goal during winter weather is preserving employee safety. In weather-related and other emergencies, employees should look for updates and status from the Office of Personnel Management (OPM), which is responsible for issuing policy and guidance regarding closures in the DC Metropolitan area.

Employees may also learn the operating status of the federal government in the Washington, D.C. Metropolitan area by calling the ODAR Headquarters Information line at (888) 918-1280. Other sources of information include:

- Checking the “Operating Status” on the OPM website or calling 202-606-1900.
- Using the free OPM Alert Mobile App, which can be obtained by clicking on this link.
- Using the free TextCaster emergency notification service. The Division of Security will inform staff in real-time via text messages and/or email about emergency events affecting operations at ODAR HQ facilities in Falls Church, Crystal City, Alexandria and Springfield, VA. Register at TextCaster to receive these notifications via text message and email.
- **RADIO/TELEVISION**: The following radio and television stations listed below will broadcast official announcements relating to the status of headquarters facilities.

  - **Radio Stations**: WBAL 1090 AM  
    WWMX 106.5 FM  
    WTOP 103.5 FM (Washington)

  - **TV Station**: WBAL TV 11

Employees should continue to check the ODAR Headquarters Information line, up until the point of planned departure from home, as weather conditions may change. Sometimes the weather conditions in the Washington, D.C. Metropolitan area are acceptable and SSA buildings are open while other areas, including the Baltimore Metropolitan area, experience severe conditions. When our facility is open, employees are responsible for deciding if their individual travel conditions are safe and, if not, to follow leave requesting procedures.

In the event of a delay, employees should report to work at the announced arrival time. Employees who report earlier than the announced arrival time put themselves at risk of personal injury due to unsafe conditions (e.g., parking lots, steps, and sidewalks may not be clear of snow or ice).

Employees assigned to Baltimore should follow instructions pertaining to the Baltimore metropolitan area at [http://personnel.ba.ssa.gov/ope/cpps/hazweather.html](http://personnel.ba.ssa.gov/ope/cpps/hazweather.html).

Below is a chart detailing what you will hear in OPM announcements, ODAR announcements, and what these announcements mean. Employees are expected to know their fixed shift in advance.

This information is subject to change as OPM updates their guidelines in response to emergencies not previously encountered.

### APPLYING OPM ANNOUNCEMENTS TO SSA EMPLOYEES

<table>
<thead>
<tr>
<th>OPM Announcement You Will Hear</th>
<th>ODAR Announcement on the ODAR Headquarters Information Line</th>
<th>Guidance to ODAR Headquarters Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPEN</td>
<td>Federal agencies are open. SSA Washington, D.C. area employees are expected to report to their worksite.</td>
<td>No change to existing policy.</td>
</tr>
<tr>
<td>OPEN WITH OPTION FOR UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK</td>
<td>Federal agencies are open. SSA Washington, D.C. area employees may request leave in accordance with SSA procedures.</td>
<td>No change to existing policy.</td>
</tr>
<tr>
<td>Open -- XX Hour(S) Delayed Arrival -- With Option For Unscheduled Leave or Unscheduled Telework</td>
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<tr>
<td>Federal agencies are open under a delayed arrival.</td>
<td>Supervisors should grant employees excused absence for the number of hours the office delays opening.</td>
<td>Flextime is cancelled and employees on flextime will revert to their fixed shifts. The fixed shift for ODAR HQ is 8:00 a.m. - 4:30 p.m. for employees scheduled to work an 8-hour day, 8:00 a.m. - 5:30 p.m. for employees scheduled to work a 9-hour day, and 7:30 a.m. – 6:00 p.m. for employees scheduled to work a 10-hour day. (Example: If there is a 2-hour delayed arrival, 8-hour and 9-hour employees should report to work at 10:00 a.m.; 10-hour employees should report to work at 9:30 a.m.)</td>
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<tr>
<td>SSA Washington, D.C. area offices are operating under a delayed arrival policy and will open (number of hours in OPM announcement) late. Flextime is cancelled and all employees should report to work (number of hours in OPM announcement) at the start of their modified fixed shifts. Employees may request leave in accordance with SSA procedures.</td>
<td>When ODAR HQ is under a delayed arrival and a fixed shift is in place, an employee who comes in and works the fixed shift may not work any credit</td>
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<tr>
<td>OPEN -- XX HOUR(S) STAGGERED EARLY DEPARTURE</td>
<td>Federal agencies are open. Employees in SSA offices in the Washington, D.C. area should follow any departure instructions issued by their components. Employees may request leave in accordance with SSA procedures.</td>
<td>No change to existing policy. Supervisors should grant employees excused absence in accordance with the SSA instructions. If no instructions are issued by their components, employees should follow the OPM announcement and depart XX:XX earlier than their normal departure times. Supervisors should grant employees excused absence for the number of hours in the OPM announcement.</td>
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<tr>
<td>OPEN -- XX HOUR(S) STAGGERED EARLY DEPARTURE – EMPLOYEES MUST DEPART NO LATER THAN XX:XX AT WHICH TIME FEDERAL OFFICES ARE CLOSED</td>
<td>Federal agencies are open. Employees in SSA offices in the Washington, D.C. area should follow any departure instructions issued by their components. Employees may request leave in accordance with SSA procedures.</td>
<td>Primarily follows the existing policy on early dismissal, with one exception. All employees must depart the facility by the time designated by OPM, regardless of what time you arrived. Supervisors should grant employees excused absence in accordance with the SSA announcement. If no instructions are issued by their components, employees should follow the OPM announcement and depart XX:XX earlier than their normal departure times. All employees must depart by no later than XX:XX, at which time SSA office’s in the Washington, D.C. area are</td>
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closed. Supervisors should grant employees excused absence for the number of hours in the OPM announcement or from the time all employees must depart to the end of the employees’ normal departure times.

| IMMEDIATE DEPARTURE -- FEDERAL OFFICES ARE CLOSED | SSA Washington, D.C. area offices are closed. SSA employees in the Washington, D.C. area must depart the facility immediately. | All non-emergency employees working in the building should depart immediately from their office and will be granted administrative leave for the number of hours remaining in their workday. |
| FEDERAL OFFICES ARE CLOSED -- EMERGENCY AND TELEWORK-READY EMPLOYEES MUST FOLLOW THEIR AGENCY’S POLICIES | Federal agencies in the Washington, D.C. area are closed. | No change to our existing policy on “closed for the entire day.” |
| SHELTER-IN-PLACE | Federal offices in the Washington, D.C. area are to shelter-in-place and are closed to the public. | Employees should report to their Shelter-in-Place areas and await further instructions from their supervisors. All offices are closed to the public. |

The Office of Executive Operations and Human Resources will release a separate memorandum with specific guidance on leave, and telework as it relates to delayed openings, and early closings. If you have any questions, please contact your supervisor.

c: Judge Rodriguez
   Sandy Shultis

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