MEMORANDUM

Date: December 19, 2017

To: All OHO Employees located in the Washington, D.C., Metro area

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

Subject: Policy for Hazardous Weather and Other Emergencies – SUPPLEMENTAL INFORMATION

On December 8, 2017, 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 should input a full shift of administrative leave. Personnel not scheduled to telework and in approved leave status will receive excused absence/administrative leave. Non-bargaining Unit employees (Non-BUEs), AFGE and NTEU BUEs scheduled to telework must complete a full shift of telework unless approved for leave. Teleworking employees covered by the IFPTE collective bargaining agreement are also required to complete a full workday when their official duty station is closed for the full day. Employees scheduled to telework (including regularly scheduled and episodic telework) on days when OHO HQ announces a full day office closure must complete their daily tours of duty and/or request appropriate leave. Employees scheduled to telework (including regularly scheduled and episodic telework) will not receive excused absence/administrative leave for the closure.

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

Delayed Opening

When there is a delayed opening, flextime is suspended and OHO Headquarters (HQ) reverts to a fixed shift schedule. The fixed shift for OHO 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.

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:
- Employees scheduled to telework (including regularly scheduled and episodic telework) will not receive excused absence/administrative leave for any early dismissal.
- Dismissed employees who reported to work and are not on approved leave, will be provided administrative leave to the end of their work shift.
- 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 will remain in leave status regardless of the event, early dismissal or full day closure.
- 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.

Attachment:
MEMORANDUM

Date: December 8, 2017

To: All Employees Located in the Washington, D.C., Metro area

From: Dean Landis /s/
Associate Commissioner
for Budget, Facilities and Security

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

THIS GUIDANCE PERTAINS ONLY TO OHO AND OARO EMPLOYEES LOCATED IN WASHINGTON, D.C. METRO AREA

As winter approaches, we are providing the agency policy during hazardous weather and other emergencies. To ensure employee safety, please review updates and status alerts from the Office of Personnel Management (OPM), which is responsible for issuing policy and guidance regarding closures in the Washington D.C. Metropolitan area (WDC Metro area).

Employees may also learn the operating status of the federal government in the Washington, D.C. Metropolitan area by:

- Calling the OHO Headquarters Information line at (888) 918-1280.
- Checking the “Operating Status” on the OPM website or calling 202-606-1900.
- Using the free OPM Alert Mobile App (available by clicking on this link).
- Enrolling in either the SSA Mass Emergency Notification System (MENS) or the OHO TextCaster emergency notification service to receive real-time text messages and/or emails about emergency events affecting SSA operations at facilities in the WDC Metro area.

In addition, the following radio and television stations will broadcast official announcements relating to the status of government operations in the WDC Metro area.

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

- TV Station: WBAL TV 11
  WUSA TV 9

Employees should continue to check the OHO Emergency Information line, up until the point of
planned departure from home, as weather conditions may change. 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, flexitime is cancelled and employees should report to work at the arrival time indicated by their fixed shift. Most OHO employees fixed shift begins at 8:00 a.m., so a two-hour delay indicates employees should report to work at 10:00 a.m. and will conclude their workday at 4:30 p.m. Employees should know the start time of their fixed shift so that they know the appropriate time to report to work. Employees who report earlier than the announced arrival time may put themselves at risk of personal injury due to unsafe road or facility conditions.

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 containing various office status announcements from OPM and OHO, and what each announcement indicates.

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>
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<tr>
<th>OPM Announcements</th>
<th>OHO Announcements on the Headquarters Information Line</th>
<th>Guidance to OHO and OARO Headquarters Employees in the Washington, D.C. Metro Area</th>
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<tr>
<td>OPEN</td>
<td>Federal agencies are open. SSA Washington, D.C. area employees report to work.</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>
<td>Federal agencies are open with a delayed arrival time. 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>Supervisors should grant employees excused absence for the number of hours the office delays opening. Delayed arrival does not apply to teleworking employees. Teleworking employees must work their full scheduled shift unless otherwise on approved leave. Flextime is cancelled and employees on flextime will revert to their fixed shifts. The fixed shift for OHO/OARO 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>
</tr>
</tbody>
</table>
| Scenario | Federal Agencies | SSA Washington, D.C. area employees | Supervisors should grant employees excused absence from the start of the fixed shift until the office opening time. The fixed shift for OHO/OARO 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.)

Delayed arrival does not apply to teleworking employees. Teleworking employees must work their full scheduled shift unless otherwise on approved leave.

When OHO/OARO 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 hours. While credit hours cannot be worked in combination with a fixed shift, overtime may be worked, if authorized and approved by the supervisor.

 Federal agencies are open under a delayed arrival.

SSA Washington, D.C. area employees must report to their office no later than XX:XX. SSA offices are operating under a delayed arrival policy and will open (time in OPM announcement). Flextime is cancelled and employees on flextime will revert to their fixed shifts.

Employees may request leave in accordance with SSA procedures.

Supervisors should grant employees excused absence from the start of the fixed shift until the office opening time. The fixed shift for OHO/OARO 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.)

Delayed arrival does not apply to teleworking employees. Teleworking employees must work their full scheduled shift unless otherwise on approved leave.

When OHO/OARO 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 hours. While credit hours cannot be worked in combination with a fixed shift, overtime may be worked, if authorized and approved by the supervisor.

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.

Supervisors should grant employees excused absence in accordance with the SSA instructions.

Delayed arrival and early departure does not apply to teleworking employees. Teleworking employees must work their full scheduled shift unless otherwise on approved leave.

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.

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.

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.

Delayed arrival and early departure does not apply to teleworking employees. Teleworking employees must work their full scheduled shift unless otherwise on approved leave.

If no instructions are issued by their components, employees should follow the OPM announcement and must depart by no later than XX:XX, at which time SSA office’s in the Washington, D.C. area are 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. Early departure does not apply to teleworking employees. Teleworking employees must work their full scheduled shift unless otherwise on approved leave. |
| 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. | IFPTE, AFGE, NTEU, and non-bargaining unit (NBU) employees who are scheduled to telework on a full day office closure are expected to telework. NTEU employees who telework 4 days per week and who are not scheduled to telework on a full day closure are expected to work unscheduled telework or take personal leave. Additionally, for NTEU, AFGE, and NBU employees: previously approved annual leave on a scheduled telework day, when the office closes, will remain approved annual leave rather than administrative leave. |
| 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.