

DETROIT FEB FY 2021 ALL HAZARDS EMERGENCY COMMUNICATION PLAN

Part I: PURPOSE

This All Hazards Emergency Communication Plan (herein referred to as the Plan) outlines the Federal Executive Board (FEB)'s role in emergency situations, identifies responsibilities and provides an interagency communication strategy that may be used by Federal agency leadership for workforce operating status purposes.

The principle of this Plan is that the Federal government's vital business must continue without compromising the safety of our employees and the general public. Although we typically refer to this Plan in the winter, the operating status announcements are applicable for any emergency or significant safety-related event.

Emergency situations are confined to those involving Federal government agencies as a whole, and do not focus on an individual employee. Emergency situations, as defined by this Plan, are those of sufficient magnitude that present a hazard or danger to the safety of Federal employees. This includes all hazards, but is not limited to, an adverse weather condition (earthquake, fire, flood, heavy rain, high winds, hurricane, ice, snow, tornado, tropical storm), active shooter, disruption of power/water, a national security event, protests, and other emergency situations.

Part II: SCOPE

This Plan applies to Federal agencies and installations in the Detroit FEB's jurisdiction. The Plan models OPM's "Governmentwide Dismissal and Closure Procedures" (November, 2018), reissued on November 8, 2019.

This Plan is not intended for employees of the U.S. Postal Service, State and Local government, or private sector entities, including Federal contractors. This does not apply to an employee designated as "Emergency" personnel. Application of this guidance must be consistent with the provisions of applicable collective bargaining agreements and/or other controlling policies, authorities, and instructions.

Part III: FEDERAL EXECUTIVE BOARD AUTHORITY

Federal Executive Boards were established on November 13, 1961 by Presidential Memorandum. As outlined in *Part 960 of Title 5 of the Code of Federal Regulations*, "Federal Executive Boards shall be responsible for . . . emergency operations, such as under hazardous weather conditions, responding to blood donation needs, and communicating related leave policies." (Reference: 5CFR Part 960.107)

Part IV: FEDERAL EXECUTIVE BOARD ROLE IN EMERGENCY SITUATIONS

The FEB Network's critical communication role is outlined in the following documents:

- OPM FEB Operations memorandum, Subject: Protocol for Reporting during Emergencies to the Office of Personnel Management (OPM)/FEB Issuance 20-001 (Reference: October 1, 2019).
- FEB Role in Emergency Situations (Reference: September 2018)

- Memorandum of Understanding between OPM and the U.S. Department of Homeland Security, Federal Emergency Management Agency (Reference: August 1, 2008).

Given a weather-related or unusual situation affecting our geographic area, the Detroit FEB will provide up-to-date, accurate and consistent information so local Federal agency leaders can make informed decisions on an operating status for their Federal agency employees. This includes information available from General Services Administration (GSA), DHS, Federal Protective Service (FPS), the National Weather Service (NWS), local public safety and law enforcement officials.

The Detroit FEB's Weather Advisory Committee will convene a call to discuss a recommendation on operating status for the FEB geographic area. After a decision is made, an emergency notification message will be distributed to the Detroit FEB emergency contacts via the FEB's emergency notification system: Everbridge.

While the FEB can make a recommendation, please note that it is a non-binding advisory. Each local Federal agency head makes the final workforce status decision for their agency employees and should report that workforce status decision to their agency headquarters.

The Detroit FEB will provide, at a minimum, daily status reports, via email or telephone, to OPM when a local emergency event in metro Detroit affects Federal business operations.

Part V: SUMMARY

The FEB will:

- Maintain a database of emergency contact information for local agency heads and their designated emergency contacts;
- Work closely with the NWS, GSA, and DHS/FPS to gather accurate, up-to-date and consistent information;
- Convene the FEB Weather Advisory Committee when a "notice event" is forecasted and issue a recommendation (non-binding advisory) when consensus is achieved;
- Provide local agency heads with accurate, up-to-date and consistent information so that informed decisions can be made about agency operations;
- Facilitate communication with agency contacts when deemed appropriate;
- Provide status reports to the OPM FEB Operations Team during "no-notice" and "notice" events.

The FEB does NOT have the authority to:

- Close Federal buildings or Federal facilities;
- Speak on behalf of an individual Federal agency (to the media, Federal employees or the general public);
- Have final decision-making authority regarding the status of Federal agency operations;
- Designate "emergency" employees.

Part VI: Federal Agency Responsibilities:

Each agency will make decisions regarding their own Operating Status. Agencies are responsible for determining closure, dismissal, and leave policies for employees on shift work and alternative work schedules (flexible or compressed work schedules). Agencies are responsible for maintaining and implementing an appropriate plan to notify employees of all emergencies, and provide written emergency procedures to employees. The procedures should tell employees “how” they will be notified and provide a detailed explanation of the terms used in the notification and/or announcement. Employees must also understand which human resources flexibilities are available to them during specific agency operating procedures, such as unscheduled telework, unscheduled leave, leave without pay, alternative work scheduled day off, etc. In an emergency situation, timing and communication are crucial. Employees must be able to act under their own agency’s procedures when unscheduled telework or unscheduled leave are options, or when teleworking during office closures.

Agencies are responsible for having up-to-date Continuity of Operations Plans (COOP), Occupant Emergency Plans, and are responsible for the accountability and reporting of personnel status to their Headquarters. At least annually, agencies should identify personnel and notify them in writing that they are designated as an “emergency employee”. The term “emergency employee” is used to designate those employees who must report for work in emergency situations.

Part VII: New to the Plan in 2020:

On November 8, 2019, OPM issued a memorandum titled, “Governmentwide Dismissal and Closure Procedures.” A 508-conformant version of this memorandum is available online for the benefit of readers with disabilities at: <https://www.chcoc.gov/content/governmentwide-dismissal-and-closure-procedures-0>

This year, OPM is not recommending changes to the *Procedures* or the operating status announcements, but would like to highlight important topics for both agencies and employees. The *2018 Procedures* can be found at: <https://www.opm.gov/policy-data-oversight/pay-leave/reference-materials/handbooks/dcdismisal.pdf>. They are not making any changes, but addressing frequently asked questions in the November 8 Memorandum.

Weather and Safety Leave

The final regulations (83 FR 15291) implementing weather and safety leave were issued on April 10, 2018. These new regulatory provisions in subpart P of part 630 of title 5, Code of Federal Regulations, provide that an agency may grant weather and safety leave when it is determined that employees cannot safely travel to or from, or safely perform work at, their normal worksite, a telework site, or other approved locations because of severe weather or another emergency situation. For further information, please see **CPM 2018-09: Issuance of Weather and Safety Leave Regulations**.

OPM’s regulations and *Procedures* make clear the circumstances in which weather and safety leave may be used. It will generally be used in conjunction with an *operating status announcement* issued by OPM or an agency.

Communication Expectations

Operating status announcements are generally issued when weather or other emergency conditions prevent Federal employees from safely traveling to or from, or safely performing work at, an approved work location (5 U.S.C. 6329c(b)).

Federal agencies and employees must be prepared to respond immediately to an emergency situation. OPM's operating status announcements are most effective if each employee understands what the announcement means and how to react. Therefore, agencies should take steps to familiarize each employee with the various operating status announcements. Each agency should have in place specific procedures that are applied in conjunction with the various operating status announcements. These agency procedures will allow employees to know what is expected of them when operating status announcements are issued.

The following is an excerpt from the Governmentwide Dismissal and Closure Procedures as it pertains to Operating Status:

Operating Status Announcements

This section provides policies and procedures that apply when OPM or an agency issues an operating status announcement. Operating status announcements are generally issued when weather or other emergency conditions prevent Federal employees from safely traveling to or safely performing work at an approved work location (5 U.S.C. 6329c(b)). The inability to safely travel to an approved work location may result in "closure" of a Federal office (i.e., closed to the public and non-emergency employees) for the full day or authorization of a delayed arrival. Authorization of early departure may be based on unsafe conditions at the work location or unsafe travel conditions affecting travel from the work location, both of which make it unsafe for the employee to continue to perform work at the location. Depending on the conditions that affect a workday, the various operating status announcements have different procedures and application to an employee's workday. It is important that employees understand what each operating status announcement means and how it applies to them.

It is critical for certain Federal Government operations to continue to function, even when Federal offices are closed. The successful use of these operating status announcements will allow for both the safety of Federal employees and continuity of operations.

A. Governmentwide Application

The operating status announcements described below (and listed in the Appendix) should generally be used Governmentwide during weather events and other emergencies. Agencies should work to familiarize their employees with these operating status announcements so employees are prepared to act. The operating status announcement should identify the affected geographic area. If the announcement affects only one agency or a selected group of agencies, that information should be part of the announcement. In the operating status announcements shown in the Appendix, we have placed "specified Federal offices in specified locations" in brackets as a placeholder. While an announcement heading may indicate there is an option for unscheduled leave or unscheduled telework, agencies retain the discretion to not allow the option of unscheduled leave or unscheduled telework for some or all employees due to mission requirements. An agency may exclude that option or limit its application, as appropriate.

1. OPEN

Federal agencies are OPEN. Employees are expected to report to their worksites or begin telework on time. Normal operating procedures are in effect.

2. OPEN WITH OPTION FOR UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK

Employees have the option to use unscheduled leave or unscheduled telework. Employees must notify their supervisor of their intent to use unscheduled leave or unscheduled telework (if the employee is a telework program participant).

Example 1: Steve works for the Department of the Interior in Idaho. He is a participant in his agency's telework program. A snowstorm hits that impacts his worksite. Steve's agency announces that the agency is open with the option for "unscheduled telework or unscheduled leave." Steve notifies his supervisor that he intends to perform unscheduled telework and starts to work at his normal start time.

In rare circumstances, an agency may find it necessary to require an employee to report to work on a day when an unscheduled leave/unscheduled telework operating status is made.

Example 2: Jennifer works for the Department of State in Washington, DC, and participates in her agency's telework program. Although Jennifer would normally be permitted to take unscheduled telework, she is required to work at an event that supports foreign area diplomats that are visiting the Washington, DC, area. Jennifer's supervisor requires her to report to the office to work at the diplomatic event. Jennifer is not permitted to telework from home or take leave. Generally, this will not be a last-minute surprise, but a special work circumstance that both the supervisor and employee know about, discuss, and plan in advance.

3. DELAYED ARRIVAL

OPTION 3a: OPEN—XX HOUR(S) DELAYED ARRIVAL—WITH OPTION FOR UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK

Employees should plan to arrive for work no more than XX hour(s) later than they would normally be expected to arrive. Employees who report to the regular worksite are granted weather and safety leave for the hours between the employee's typical arrival time and the final reporting time, except that such leave is reduced if the employee arrives at work before the final reporting time. As an alternative, eligible employees may notify their supervisors that they are using the option of unscheduled leave or unscheduled telework instead of reporting to the regular worksite, in which case they will not receive weather and safety leave—and will be responsible for accounting for the entire workday by taking other leave (or paid time off), performing telework, or a combination.

Example: Julie works for the Federal Trade Commission in Chicago, Illinois. She typically arrives at her worksite at 8:00 a.m. If a 2-hour delayed arrival policy is announced by the Federal Trade Commission in Chicago, she should arrive for work no later than 10:00 a.m. She will be granted weather and safety leave for up to 2 hours, but may arrive at her office earlier. The maximum amount of weather and safety leave that Julie may be provided under this announcement is 2 hours.

OPTION 3b: OPEN—DELAYED ARRIVAL—EMPLOYEES MUST REPORT TO THEIR OFFICE NO LATER THAN XX:XX—WITH OPTION FOR UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK

Employees should plan their commutes to arrive at the worksite by no later than the final reporting time in the announcement. Employees who report to the worksite are granted weather and safety leave for the hours between the employee's typical arrival time and the final reporting time, except that such leave is reduced if the employee arrives at work before the final reporting time. (See Example below.)

If employees choose to use unscheduled telework versus reporting to the worksite, they will not receive weather and safety leave for the delayed arrival period since they would not be affected by the conditions under which the announcement was made. In this scenario, weather and safety leave is provided only to those employees who report to the regular office location.

***Example 1:** Elizabeth works for the Department of Agriculture while Doug works for the Department of Education. They both work in Iowa. Following a snowstorm, a delayed arrival is announced stating all employees must arrive no later than 11:00 a.m. The delayed arrival announcement also advised that employees have the option of unscheduled leave or unscheduled telework. Elizabeth typically arrives at her worksite at 7:00 a.m. She will be granted weather and safety leave for up to the number of hours during the period between her typical arrival time and the final reporting time specified in the announcement. Thus, the maximum amount of weather and safety leave that she may be provided under this announcement is 4 hours (the period of time between 7:00 a.m. and 11:00 a.m.). If Elizabeth actually arrives at work at 10:30 a.m., she would only be granted 3.5 hours of weather and safety leave and would begin working at 10:30 a.m. Meanwhile, Doug, who participates in his agency's telework program, notifies his supervisor that he will perform unscheduled telework on that same day. He begins work on time and works his regular tour of duty. He does not receive any weather and safety leave as he did not commute to his regular office location. Doug must telework for the entire workday, or, if he chooses to work less than a full workday, he must request leave (paid or unpaid) or other time off, or use some combination of telework and leave (or other time off).*

As discussed in Option 3a, employees who request unscheduled leave or other paid time off under a delayed arrival announcement will be charged leave or other paid time off for the entire period of their workday. Employees will not receive weather and safety leave for the number of hours that are provided to employees who commute into their worksite.

***Example 2:** Jane works for the Department of Energy in Topeka, Kansas. Following an ice storm, a delayed arrival announcement is made by the Department of Energy in Topeka, Kansas, stating all employees must arrive no later than 2 hours past the employee's normal arrival time. The delayed arrival announcement also advised that employees may request unscheduled leave (paid or unpaid) or other paid time off or unscheduled telework for the day. Jane notifies her supervisor that she would like to take unscheduled leave (in the form of annual leave) for the day and not commute to the worksite. Jane is charged annual leave for her entire work day and is not provided any weather and safety leave.*

Another option for Jane, who works under a flexible work schedule (FWS) that contains an FWS day off, would have been to request to move her FWS day off to cover this period of absence (rather than

taking annual leave), if allowable under her agency's internal FWS work scheduling policies and if the FWS day off had not already been taken during the pay period.

4. EARLY DEPARTURE

Because of a weather or other safety-related emergency, agencies may need to allow their employees to depart work before the end of the employee's workday. There are several options for managing early departures. In two of the options below (4a and 4b), early departure is managed by staggering the departures based on when each employee's workday would normally end. While the descriptions of these options reflect the default methods of staggering departures, agencies issuing operating status announcements in areas outside of Washington, DC, may choose to use a different method of staggering departures and adjust the operating status announcement accordingly.

OPTION 4a: EARLY DEPARTURE - XX HOUR(S) STAGGERED RELEASE

Employees depart a set number of hours earlier than their normal departure times and will be granted weather and safety leave for the number of hours remaining in their workday, except as otherwise provided for telework program participants.

***Example 1:** Kate works for the Internal Revenue Service in Syracuse, New York. She works from 9:00 a.m. until 5:30 p.m. each day and does **not** participate in her agency's telework program. In anticipation of a major blizzard forecast to hit the region, a 3-hour staggered early departure is announced by the Internal Revenue Service in Syracuse, New York. Kate may leave work 3 hours earlier than normal (2:30 p.m.) and will receive weather and safety leave for the remainder of her workday*

***Example 2:** Tanner works for the Department of Education in Minneapolis, Minnesota, from 8:00 a.m. to 4:30 p.m. He does not participate in his agency's telework program. Tanner attends a mid-day doctor appointment from 1:00 – 2:30 p.m. on Tuesday for which he is using preapproved sick leave. A snowstorm occurs during the workday on Tuesday impacting Minneapolis. The Department of Education in Minneapolis announces a 3-hour staggered early departure, which would normally result in a 1:30 p.m. departure for Tanner. Tanner was able to keep his doctor appointment as scheduled. Tanner will remain on preapproved sick leave between 1:00-2:30 p.m. even though an early departure has been announced. He will receive weather and safety leave for the remainder of his workday after the completion of his doctor appointment (2:30-4:30 p.m.).*

Telework program participants working in the office when an early departure is announced generally may receive weather and safety leave only for the amount of time required to commute home (excluding the period of time for an unpaid lunch break, if applicable). This means that telework program participants must complete the remaining time (if any) in their workday by either teleworking or taking leave (paid or unpaid) or other paid time off once they arrive home unless one of the exceptions under 5 CFR 630.1605(a)(2) applies.

***Example 3:** Jon works for the Railroad Retirement Board in Chicago, Illinois. He currently participates in his agency's telework program. The Chicago Federal Executive Board (FEB) recommends a 3-hour staggered early departure due to a major snowstorm approaching the area. The Railroad Retirement Board in Chicago agrees with the Chicago FEB's recommendation and*

communicates the operating status announcement to its Railroad Retirement Board employees in Chicago. Jon normally works from 8:00 am to 4:30 p.m. and is currently working in the office. Jon may leave the Chicago office at 1:30 p.m. and commute home. Jon arrives home at 2:30 p.m. and completes the remainder of his workday via telework. He will receive weather and safety leave for the period it took for him to commute home (1:30-2:30 p.m.). If Jon chooses not to complete the remainder of the workday once he arrives home, he must request unscheduled leave or other paid time off for the remainder of the day (from 2:30-4:30 p.m.) or a combination of both leave or other paid time off and telework.

If an employee arrives home after his or her workday has concluded, there are no hours remaining in the workday. Therefore, the employee would not be required or expected to work.

Employees who were already performing telework when an early departure announcement is made must continue to telework or take unscheduled leave or other paid time off, or a combination of both, for the remainder of their tour of duty unless one of the exceptions under 5 CFR 630.1605(a)(2) applies.

***Note:** Employees who depart prior to their staggered early departure times may request to use unscheduled leave (paid or unpaid) or other paid time off and will not be granted weather and safety leave. A telework program participant may complete the remainder of his or her workday via telework, upon supervisory/management approval. An employee will be in an unscheduled leave (non-work) status during the commute time home when he or she chooses to leave prior to the scheduled departure time in the announcement.*

OPTION 4b: EARLY DEPARTURE - XX HOUR(S) STAGGERED RELEASE – ALL EMPLOYEES MUST DEPART NO LATER THAN XX:XX

Employees depart a set number of hours earlier than their normal departure time and will be granted weather and safety leave for the number of hours remaining in their workday (i.e., daily tour of duty established for purposes of charging leave), except as otherwise provided for telework program participants. All employees are required to depart the office by the final departure time at which point the office is closed.

Telework program participants working in the office when an early departure is announced may receive weather and safety leave only for the amount of time required to commute home (excluding the period of time for an unpaid lunch break, if applicable). This means that telework program participants must complete the remaining time in their workdays by either teleworking or taking other leave or paid time off once they arrive home unless one of the exceptions under 5 CFR 630.1605(a)(2) applies.

Employees who were already performing telework when an early departure announcement is made must continue to telework, take unscheduled leave or other paid time off, or a combination, for the remainder of their tour of duty unless one of the exceptions under 5 CFR 630.1605(a)(2) applies.

***Example:** Ashley works for the Federal Aviation Administration in Cleveland, Ohio. She works from 9:30 a.m. to 6:00 p.m. and does not participate in her agency's telework program. A crippling ice storm is forecast to hit the Cleveland area with the major impact occurring after 3:00 p.m. The*

Cleveland FEB recommends a 3-hour staggered early departure with all employees departing no later than 2:30 p.m. The Federal Aviation Administration in Cleveland, Ohio, agrees with the Cleveland FEB's recommendation and communicates the operating status announcement to its Federal Aviation Administration employees in Cleveland. Ashley will depart at 2:30 p.m. as the final departure time occurs earlier than her staggered departure time (3:00 p.m.) would have. She will receive weather and safety leave for the remainder of her workday (3.5 hours) because she is not a telework program participant.

OPTION 4c: IMMEDIATE EARLY DEPARTURE

Employees working in the office must depart immediately and will receive weather and safety leave for the number of hours remaining in their workday, except as otherwise provided for telework program participants. Telework program participants working in the office may receive weather and safety leave only for the time it takes to commute home from the office (excluding the period of time for an unpaid lunch break, if applicable). This means that a telework program participant must complete the remaining time in the workday by either teleworking from home, requesting other leave or paid time off, or a combination of both. An employee already performing telework when an immediate departure announcement is made must continue to telework, request unscheduled leave or other paid time off, or a combination, for the remainder of his or her tour of duty and will not receive weather and safety leave unless one of the exceptions under 5 CFR 630.1605(a)(2) applies.

***Example 1:** An earthquake hits a Naval Base in San Diego, California, and the base commander believes it is necessary to close the building to check for structural damage. The base commander announces an immediate departure at 12:00 p.m. (noon) to ensure the safety of his workers. Jack typically works from 8:00 a.m. to 4:30 p.m. and participates in his agency's telework program. He leaves the base at 12:00 p.m. (before having his unpaid lunch period, which must be taken between 11:30 a.m. and 1:30 p.m. under agency rules) and arrives home at 12:30 p.m. Jack receives weather and safety leave for his 30-minute commute. He will complete the workday by taking his half-hour lunch period before 1:30 p.m. and by either teleworking or taking leave or other paid time off, or a combination of both, to cover the remainder of the workday.*

A telework program participant may be provided weather and safety leave for the remainder of the workday if, in the agency's judgment, he or she could **not** have reasonably anticipated the severe weather or emergency and thus is not prepared to telework. (See 5 CFR 630.1605(a)(2)(i).)

***Example 2:** Linda works for the Internal Revenue Service in Indianapolis, Indiana, and is an agency telework program participant. A fire breaks out in her building during her lunch period while she is away from the office, and her agency announces an immediate departure for all employees working in the building. Linda is not permitted to reenter the building to retrieve her laptop, which is needed to telework for the remainder of her workday. Her agency determines that the facts warrant an allowed exception as she could not anticipate the fire. The agency provides Linda with weather and safety leave for the remainder of the workday under the 5 CFR 630.1605(a)(2)(i) exception.*

5. OFFICE CLOSURE

The office is closed for weather/safety reasons. In general, employees will be granted weather and safety leave for the number of hours they were scheduled to work unless they are (1) an

emergency employee, (2) a telework program participant, (3) on official travel outside of the duty station, (4) on preapproved leave (paid or unpaid) or other time off, or (5) on an AWS day off or other non-workday.

Exception for Weather and Safety Leave Telework Rule

Under OPM’s regulations, telework program participants do not receive weather and safety leave when a closure is announced. Instead, they must telework for the entire workday, take other leave (paid or unpaid) or other time off, or use a combination of telework and leave or other paid time off unless one of the regulatory exceptions discussed further in this section applies.

Example 1: No Weather and Safety Leave for Telework Program Participants: *Bob works for the Department of Agriculture in Topeka, Kansas, and participates in his agency’s telework program. His office is closed due to a major blizzard on a Monday. Bob has a current, signed telework agreement that permits him to work from home one day per week. The telework agreement does not have specific language addressing weather and safety leave during an office closure. Bob’s home is not affected by the storm in a way that affects his ability to telework, and Bob has his equipment and work files. As required by the law and regulations governing weather and safety leave, Bob is not granted weather and safety leave, since he is not prevented from safely performing work at an approved location (i.e., Bob’s home). Instead, Bob must either telework for his entire workday, request leave (paid or unpaid) or other paid time off, or use a combination of telework and leave or other paid time off.*

While the general rule prohibits weather and safety leave for telework program participants, OPM’s regulations do allow for certain exceptions. A telework program participant may be provided weather and safety leave if, in the agency’s judgment, he or she could **not** have reasonably anticipated the severe weather or emergency and thus is not prepared to telework. (See 5 CFR 630.1605(a)(2)(i).)

Example 2: Exception to Weather and Safety – Telework Rule: *Susan works for the Department of Homeland Security in North Carolina and participates in her agency’s telework program. She has a current, signed telework agreement that permits her to work from home one day per week. When Susan teleworks, she must bring her work laptop from her office to her home. The weather forecast on a Friday calls for mild temperatures and light rain the following Monday. Susan doesn’t plan to telework Monday, so she does not bring her laptop home. The weather forecast changes dramatically during the weekend and a large snowstorm hits the area. Susan’s office is closed Monday and, under the general rule barring weather and safety leave during a closure for employees participating in a telework program, she normally would not receive weather and safety leave. However, her agency determines that the facts warrant an allowed exception as the agency policy does not require employees to bring home necessary work and equipment, such as their laptops, on a daily basis. Susan could not reasonably anticipate the snowstorm in order to prepare to telework by bringing her laptop home. The agency provides Susan with weather and safety leave for the day under the 5 CFR 630.1605(a)(2)(i) exception.*

Additionally, 5 CFR 630.1605(a)(2)(ii) provides another exception that permits agencies to provide weather and safety leave to a telework program participant if the employee is prepared to work at the telework site but is prevented from safely working there due to the severe weather or emergency situation. Agencies may consider exercising their authority to grant weather and safety leave to teleworking employees on a case-by-case basis (e.g., for electricity/infrastructure/connectivity issues).

Example 3: Exception to Weather and Safety – Telework Rule: Ray works for the Department of the Interior in Maine and participates in his agency’s telework program. He has a current, signed telework agreement that permits him to work from home two days per week. His office is closed due to a major blizzard on a Friday. Ray intends to telework from home and has all the necessary equipment and materials to perform work. Unfortunately, the high winds from the blizzard resulted in a power outage to his home, and Ray is unable to work at his telework site. Ray’s agency determines that weather and safety leave would be appropriate under these circumstances since agency telework policies require electricity for a location to be an approved telework location.

An agency can choose not to provide weather and safety leave under the 5 CFR 630.1605(a)(2)(i) and (ii) exceptions when severe weather can reasonably be predicted and an employee has not taken the necessary steps to prepare for teleworking.

Example 4: Telework Exception Not Applicable: Weather forecasts have been widely calling for a major snow event to occur on a Wednesday in New York. Marci’s agency has a policy that requires employees to be prepared to telework throughout the year by monitoring weather forecasts and bringing home computer equipment in response to any potential weather event. The snowstorm occurs Wednesday, closing the office. Marci is expected to telework but she cannot because she did not bring home her laptop and/or work assignments. Her agency chooses not to provide weather and safety leave to her because she failed to make the necessary preparations to telework. (See 5 CFR 630.1605(a)(3).) Marci must take leave (paid or unpaid) or other paid time off to account for her workday.

As explained in section I.D., an agency’s telework policies regarding the performance of telework with children or other dependents in the home can affect whether weather and safety leave may be granted in a closure situation. See section I.D., including Examples 1 and 2.

6. SHELTER-IN-PLACE

Shelter-in-place procedures are conducted when employees (and visitors) must remain in the office or take immediate shelter in a readily accessible interior location to protect themselves. A shelter-in-place may be activated for a variety of reasons, which could include severe weather (e.g., tornadoes) or danger from exposure to outside contaminants in the event of a release into the atmosphere of hazardous materials such as radiological, biological, or chemical contaminants. It is anticipated that a shelter-in-place announcement would be extremely rare and likely would be in effect for a relatively short period of time. This operating status announcement is not intended to supersede any agency-specific shelter-in-place plans or procedures, and agencies retain the authority to act on their own without a shelter-in-place operating status announcement, as circumstances dictate.

Employees should follow their agency’s emergency procedures for shelter-in-place announcements. Employees should remain in their designated safe area until they are notified by agency officials that they may return to their offices or leave their worksites. During a shelter-in-place emergency, employees may be restricted to their agency’s premises for periods beyond their normal tour of duty because of events beyond the agency’s control. Unless employees are required to perform work, they will not be entitled to any additional pay for this extended period.

The Comptroller General has ruled that periods of time during which an employee is required to remain at a work location are not considered compensable hours of work if the employee is detained for reasons that are not under the control of the agency or are not related to work requirements. (See Comptroller General opinion B-187181, October 17, 1977.)

Employees performing telework are expected to continue working during the shelter-in-place unless affected by the emergency or otherwise notified by their agencies.

The following are useful local websites and phone numbers:

National Weather Service (NWS) Weather Preparedness
<https://www.weather.gov/>

National Weather Service Detroit/Pontiac 24-hour Media/Agency Coordination: 248.625.4249

Michigan Department of Transportation – Road Conditions:
<https://mdotjboss.state.mi.us/MiDrive/map>

MDOT - Metro Detroit on Twitter [@mdot_metrodet](https://twitter.com/mdot_metrodet)

Michigan State Police (click on Road/Travel & Weather Information):
<http://www.michigan.gov/msp>

AAA traffic and construction reports:
<https://michigan.aaa.com/safety/traffic-construction.aspx?pageid=294>

SmarTraveler - Real time road information. Select a point on the map to view speeds, incidents, and cameras.
<https://www.sigalert.com/?lat=42.44684&lon=-83.30059&z=1>

Local Television Stations:
<https://www.clickondetroit.com/traffic/>
<https://www.wxyz.com/traffic>

Federal Protective Service (FPS) MegaCenter: 877.437.7411

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