



DEPARTMENT OF THE ARMY
LITTLE ROCK DISTRICT, CORPS OF ENGINEERS
POST OFFICE BOX 867
LITTLE ROCK, ARKANSAS 72203-0867

REPLY TO
ATTENTION OF

CESWL-DD (360-5b)

8 April 2002

DISTRICT COMMANDER'S POLICY MEMORANDUM NO. 02-14

SUBJECT: Inclement Weather Policy

1. Reference.

- a. DOD 1400.25-M, Civilian Personnel Manual, dated December 1996.
- b. SWDR 690-1-630, Leave Administration, dated 15 May 2000 with change 1 dated 20 June 2000.

2. General.

a. This memorandum applies to all employees of Little Rock District, at headquarters and at field offices. As a service agency, the Little Rock District will endeavor to be open for business whenever possible. Inclement weather will occasionally interfere with this objective and create unsafe and hazardous conditions for District employees. It is recognized that the severity of the inclement weather, local road conditions, and other employee considerations will vary and can interfere with an employee's ability to report to work although the District or its' field elements are operational.

b. Information will be disseminated to District employees about weather changes that adversely affect office-operating hours. As a member of the Central Arkansas Federal Executive Association (FEA), Little Rock District will normally abide by the decisions of the FEA regarding dismissal of employees for weather related reasons, however, as Commander, I retain the authority to make exceptions to the FEA decision for District employees as needed.

3. Responsibilities/Procedures.

a. Public Affairs Office. PAO will serve as the Commander's representative to the FEA and participate as part of the FEA Weather Watch sub-committee. PAO will be responsible for participating in the decision making process to determine if the federal agencies in Central Arkansas need to adjust their normal hours of operation due to weather. This will include decisions to:

- (1) Open Under a Liberal Leave policy. The Federal Office Building is open. Employees are expected to report to work on time. Employees who cannot report for work may take unscheduled leave until conditions are safe for travel and they report for work, or take unscheduled leave for their entire scheduled workday. Minimum essential

personnel are expected to report for work on time. Granting excused absences from work for employees tardy for reasons such as snow, ice or flooding conditions will be determined after the fact by the commander. However, as a general rule, no more than 2 hours will be granted under such conditions. Before any decision by the Commander is made on excused absences, the union will be afforded the opportunity to provide input.

(2) Closed. Federal agencies are closed. Minimum essential personnel are expected to report for work on time. All affected non-minimum essential personnel will be excused (placed on administrative leave) without loss of pay, whether or not other leave was previously approved.

(3) Early Dismissal. When the District suspends operations, as much as practical, all non-minimum essential personnel on duty at the time of dismissal should be excused (placed on administrative leave) without loss of pay even if they were scheduled to take leave later in the day. Employees who were on leave at the time of the dismissal will normally continue to be carried on leave for the remainder of the day. However, if the employee is scheduled to return to work during the dismissal period, he or she will only be charged for leave, on that day, until the time set for dismissal. Employees who must leave work earlier than their official dismissal time will be charged annual leave or leave without pay from the time of their departure through the remainder of their scheduled workday. Employees who are scheduled to report for work before the dismissal, but who don't report, will be charged unscheduled leave for the entire workday.

PAO will obtain the Commander's approval to implement FEA's recommendations prior to informing employees. These responsibilities may involve hours of work outside the normal work schedule and place of duty. If this becomes necessary, PAO personnel are approved to work from their home of record for this purpose. PAO will be responsible to e-mail interested federal agencies a message summarizing the timelines and decisions made regarding weather related changes to office operating hours.

b. Construction and Operations Project Managers. Managers outside the Central Arkansas FEA area are responsible for determining the need to adjust their normal hours of operation due to weather and posting changes to normal working hours and communicating changes to their respective employees, branch, and division chiefs. They are also responsible for identifying Minimum Essential Personnel at their offices.

c. Supervisors and Team Leaders. Observe the District's liberal leave policy. This allows personal leave without prior approval when inclement weather creates unusually dangerous driving conditions.

d. District Employees. Each individual is responsible for determining his or her ability to safely drive to and from work when the agency is open during periods of inclement weather.

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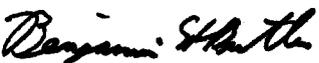
Individuals should retain sufficient leave balance to be able to take leave if they are not willing to drive during periods of inclement weather that is not severe enough to close the agency. Individuals with insufficient leave will be charged leave without pay, unless employee requests and is granted advance leave from supervisor.

e. Employee Notification. PAO is responsible to post information regarding changes to normal operating hours. Official notification will be the PAO telephone answering machine (324-5551) to allow employees to hear a message regarding hours of operation, the SWL Internet Homepage (www.swl.usace.army.mil/thewire), and a message via internal e-mail to headquarters (Little Rock) employees. PAO will notify the following television and radio stations: KARK Channel 4, KTHV Channel 11, KARN 920 AM, and KSSN 96 FM in addition to the three official means stated above. Employees who rely solely on radio and television broadcasts to decide whether or not to report to work risk having to take annual leave if the information broadcast is in error to official notification. An after-the-fact message summarizing timelines and actions taken will be sent to supervisors, team leaders and union representatives as soon as possible.

4. Minimum Essential Personnel (MEP). PAO is responsible for coordinating with the District Commander and Chief, Emergency Management Office to assure when MEP are required to work or be on call. Construction and Operations Project Managers will coordinate with respective branch and division chiefs on making this determination for field offices. See enclosure for MEP staffing at District Office.

5. Point of Contact: Major John O. Brown, DDE, at (501) 324-5531.

Encl


BENJAMIN H. BUTLER
Colonel, US Army
Commanding

Minimum Essential Personnel (MEP)

1. **Federal Office Building Officially Closed:** No one is required to report to work. SWD and Field Offices will be notified by Chief/EMO and Chief/Ops or Chief/E&C respectively of a closure during a normal workday. Federal Office MEP employees listed below (paragraph 2) will be on-call and available by phone during normal workday to support operating field elements if needed.

2. **Federal Office Building Officially Open but Unusually Unsafe and Hazardous Conditions Exist.**

a. MEP required to report:

- (1) Executive Office: DE, DDE, DPM, DE Secretary.
- (2) Operations Division: Chief or Deputy, and needed Reservoir Control/Operations personnel.
- (3) Emergency Management: One EM or more depending on the situation.

b. MEP required to be on-call and available by phone: The following representatives should be listed on the District Emergency Notification Roster published by Emergency Management Office that is updated twice each year. Personnel are authorized to work from home and will be available by phone during normal business hours or longer as needed to support personnel in paragraph above.

- (1) Logistics Representative with Travel Certification and Credit Card authorities.
- (2) Resource Management Office representative with funds certification and other approval authorities.
- (3) E&C Chief or Assistant.
- (4) PPMD Chief or Assistant.
- (5) PER Chief and Branch Chiefs.
- (6) PAO Representative to field media inquiries.
- (7) Counsel Representative to answer legal questions.
- (8) Chief, Security and Law Enforcement.
- (9) Chief, Occupational Safety and Health.
- (10) E&C Technical Chiefs or Representatives.
- (11) Contracting Chief or Representative.
- (12) Internal Review
- (13) PPMD Representatives.
- (14) Operations Division Branch and Section Chiefs.
- (15) Information Management Office Representative.
- (16) Real Estate Division Representatives.

Employees not identified above are to be on-call as needed.

Enclosure