

D. C. DEPARTMENT OF CORRECTIONS
Office of the Director
Washington, D.C. 20001

DO 3490.6A
February 26, 1982
OPP
Change Transmittal #1

DEPARTMENT ORDER NUMBER 3490.6A, CHANGE TRANSMITTAL #1

Subject: Absences During Hazardous Weather and Emergency
Conditions

1. Purpose. To amend DO 3490.6A, subject as above, dated May 9, 1980.
2. Action.
 - a. Delete paragraph 7b and substitute the following therefor:

"b. Essential Employees. Essential employees are those considered essential to maintain security, protect the community and render essential services to the public and the D.C. Government during hazardous weather and emergency conditions such as serious interruption of public transportation services, fire, flood or natural disaster."
 - b. To paragraph 7 add the following subparagraphs:

"c. Designated Essential Employees. All Correctional officers, Food Service employees and Warrant Squad Investigators are hereby designated essential employees and will report for work and/or remain on duty as required regardless of weather or other conditions enumerated in paragraph 7b above."

"d. Written Notification. Assistant Directors, Office Chiefs and Administrators will predetermine those employees, other than those designated in paragraph 7c above, who are essential and notify them in writing that they have been designated "essential" and will be required to report to work and/or remain on duty as required regardless of weather or other emergency conditions."

"e" Reporting Essential Personnel. Assistant Directors, Office Chiefs and Administrators will forward to this headquarters (614 H Street, N.W.), ATTN: Assistant Director, Administrative Services a list of all employees designated "essential", not later than May 1st of each year. Where employees of a particular group are designated essential, the list may indicate them by groups, e.g., all Correctional Officers, all medical personnel, etc., otherwise names of individual employees must be reported. Rosters submitted to this headquarters will be updated quarterly.

D. C. DEPARTMENT OF CORRECTIONS
Office of the Director
Washington, D.C. 20001

DO 3490.6A
May 9, 1980
OPP

DEPARTMENT ORDER NUMBER 3490.6A

Subject: Absences During Hazardous Weather and Emergency
Conditions

1. Purpose. To establish procedures for the implementation of a plan to dismiss employees from work early; permit employees to report to work late; or, to place employees on administrative leave (excused absence) when hazardous weather or emergency conditions are announced by the Mayor or the Mayor's Command Center.

2. Issuances Affected or Referenced.

a. Issuances Affected. This Order supersedes Department Order Number 3490.6, subject: "Administrative Dismissal During Inclement Weather and Emergency Conditions," dated May 5, 1975.

b. References.

(1) Chapter 6140, Mayor's Administrative Instructions, dated January 30, 1980.

(2) Personnel Notice, District Personnel Manual 12B-15, subject: "Application of Leave Regulations During Hazardous Weather, dated December 15, 1979.

(3) Department of Corrections Regulations 1.18, Manual of Regulations and Orders, dated July 25, 1960.

(4) Mayor's Memorandum 79-90, subject: District Government Snow Emergency Policy, dated June 6, 1979.

(5) Department Order Number 3490.5, subject: "Leaves and Absences," dated May 8, 1975.

3. Authority. Chapter 12, District Personnel Manual.

4. Policy. To require only those employees who are considered essential and necessary to maintain security, protect the community, render essential services to the public and D.C. Government, to work during announced periods of hazardous weather and emergency conditions.

DO 3490.6A

May 9, 1980

OPP

5. Delegation of Authority. The Director, or his designee retains the authority to announce early dismissal within the Department. This authority will not be further delegated.

6. Terminology. The following descriptive designation will be used in connection with this plan:

a. "Early Dismissal - all Department of Corrections employees may leave at _____ (time)."

b. "Late Arrival - Liberal leave is in effect until further notice - all employees report to work."

c. Administrative Leave with Pay - Only essential employees report for work."

7. Procedures.

a. Announcements. Supervisors and employees will only react to an early dismissal announcement when authorized by the Director or his designee. Announcements of "Late Arrival" or "Administrative Leave with Pay" will normally be made through the local news media.

b. Essential Employees. Essential employees are those considered necessary to maintain security, protect the community and render essential services to the public and the D.C. Government during hazardous weather and emergency conditions such as serious interruption of public transportation services, fire, flood or natural disaster. Superintendents, Office and Division Chiefs will predetermine those employees who are considered "essential" and notify each employee in writing that he or she has been designated an "essential" employee and will remain on duty or report for duty regardless of weather or other conditions enumerated in this order.

8. Application of Leave Regulations. Leave regulations during hazardous weather or emergency conditions will apply as follows:

a. Early Dismissal. The following leave regulations apply to all employees who are on duty and whose quitting time is later than the time early dismissal begins. However, early dismissal does not apply to employees whose quitting time is later than 7:00 p.m.

(1) Employees who requested and were granted leave for the entire day will be charged leave for the entire day.

(2) Employees who, prior to the notice of dismissal request and are granted leave for the remainder of their tour of duty shall be charged leave for the remainder of their tour of duty.

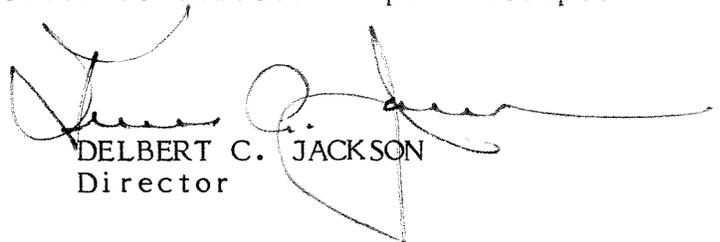
(3) Employees who request and are granted leave at any time after receipt of the notice of early dismissal shall be charged leave only for that period when leave begins until the hour that early dismissal is authorized.

(4) Employees who request and are granted leave prior to receipt of the notice of early dismissal, but who make known their intention to return to duty at a time which precedes the end of their regular tour of duty shall be charged only for the period of time for which leave was requested.

(5) Employees who have been placed on annual leave involuntarily for all or part of day will not be charged leave for the hours covered by early dismissal.

b. Employees Excused from Reporting Duty. Snow or ice conditions developing during the night or before an employee's regular work hours should not ordinarily be the basis for absence from work. However, under unusually severe weather conditions department officials may excuse tardiness they consider unavoidable. Under rare circumstances, a storm occurring during nonwork hours may render street conditions impassable to heavy traffic in which case all Department employees, except those engaged in essential services will be instructed by general order not to report to duty. Any such day when employees are excused from reporting for work shall be a nonwork day for leave purposes but shall not relieve holiday pay. Employees already in a leave status on any such day will not be charged leave on that day.

9. Effective Date. This Order is effective upon receipt.


DELBERT C. JACKSON
Director

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