United States Department of the Interior

BUREAU OF LAND MANAGEMENT
Wyoming State Office
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IN REPLY REFER TO:
1400-630 (950) P

May 10, 2013

EMS TRANSMISSION:05/16/2013
Information Bulletin No. WY-2013-017

To: All Employees

From: Associate State Director

Subject: Inclement Weather and Other Emergency Procedures Labor Coding

This Information Bulletin (IB) outlines the procedures to follow in the event of inclement weather or other emergencies. These procedures do not cover essential personnel. Essential personnel will be required to report or in the case of early dismissal, remain on the job, or other previously agreed to arrangements will be followed. If you are designated as an essential employee, you will be notified by your supervisor.

In an emergency situation, the State Director (SD), Wyoming or his/her designee will gather information from a variety of sources to assess the situation. Sources of information may include, but are not limited to the following: National Weather Service, Federal Protective Service, General Services Administration, State Safety Officer, and local authorities.

Once sufficient information has been gathered, the SD or his/her designee will decide on a course of action. In the absence of the SD, the Associate State Director will assume responsibilities. For specific information, refer to Inclement Weather and Other Emergency Procedures, Attachment 1.

If you have questions concerning this IB, please contact Missy Cook, Human Resources Specialist, Employee Relations at 307-775-6352 or rcook@blm.gov.

Signed by:	Authenticated by:
Mary Jo Rugwell	Sherry Dixon
Associate State Director	Administrator Assistant

1 Attachment
1 – Inclement Weather and Other Emergency Procedures (1 p)

Distribution

Director (700), Rm 5613, MIB	1 (w/o atch.)
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Inclement Weather and Other Emergency Procedures

During Work Hours

The State Director's (SD) Office will notify employees concerning early dismissal due to inclement weather. In the event of disruption of the e-mail system, information will be distributed to supervisors and, in turn, your supervisor will provide you with the information.

During Non-Work Hours

If the recommendation is to close or delay reporting, the SD will notify all Deputy State Directors (DSDs). DSDs will be responsible to notify their subordinates.

NOTE: The same information will be listed on the Inclement Weather and Emergency Status Hotline at 307-775-6411. When situations arise every attempt will be made to update this hotline by 6:00 A.M.

A "Liberal Leave" policy is always in effect during inclement weather situations. The liberal leave policy permits employees to use **annual leave** by notifying their supervisor of their intention to leave work early, or if before working hours, that they will be late to work, or that they will not be reporting to work due to adverse weather conditions. Administrative leave (061-Administrative Leave, Weather) may be granted by the SD or his/her designee for dismissal or delayed start as appropriate. Information related to leave will be provided at the time of release or the following work day, depending on the circumstances of the release. Administrative leave for early dismissal will only be granted to those employees who were present for work at the time of the announcement.

Employees on a maxi-flex work schedule are compensated for 8 hours regardless of how many hours they would typically work in a day.

Employees on a compressed work schedule (4/10s or 5/4/9 schedule) are entitled to the number of hours they were scheduled to work that day (i.e., working 4/10 hour days, you are entitled to code 10 hours of administrative leave for that day or on a 5/4/9 schedule, you are entitled to either 9 or 8 for the day).

Employees who telework and remain at home and can still perform assigned work will not be entitled to administrative leave. Contract workers will need to obtain guidance from their employer or the assigned Contracting Officer Representative.

Employees without a telework agreement in place and who are snowed in or cannot get to work due to road closures will be required to take leave.

Employees who are on approved annual leave, sick leave, credit hours used, compensatory time off, or have chosen to take liberal leave prior to an early dismissal announcement, will not be granted administrative leave.