

**OPM UNSCHEDULED TELEWORK ANNOUNCEMENTS AND DOI'S TELEWORK  
AND INCLEMENT WEATHER DECISION LOGIC TABLE**

**Jan 30, 2013**

**Issue:** The DOI Telework and Inclement Weather Decision Logic Table and the OPM standard announcement below seem to conflict in terms of how to treat a teleworker.

**Interpretation:**

OPM's Telework Guide allows agencies to require employees who sign a telework agreement to telework during emergency and inclement weather conditions such as those conditions that occurred on Jan 28, 2013. To require an employee to telework during emergency or inclement weather, the telework agreement must specifically state that the employee may be required to telework in one of those circumstances.

DOI's telework agreement does not contain the requisite language to require individuals who have signed telework agreements to telework in emergencies or in inclement weather (COOP personnel have requirements to telework as a result of COOP policies).

In the OPM announcement below, it is important to note that part of the announcement includes "...in accordance with their agency's policies and procedures, subject to any applicable collective bargaining requirements, non-emergency employees may notify their supervisor of their intent to use..."

Because our telework agreements do not require employees to telework during emergencies or other similar situations, our employees could not be required to telework on Monday, Jan 28, 2013 before Noon (as outlined the OPM announcement) except as noted in Rule 1. Use these Rules to account for teleworker's time on Monday Jan 28, 2013 (and in future, similar events):

- Rule 1: If Jan 28, 2013, was a regularly scheduled telework day, then the employee should be working all day and no administrative leave would be granted.
- Rule 2: If Jan 28, 2013 was not a regularly scheduled telework day, and the employee worked before 12 Noon, then the hours worked are recorded as regular work hours and no Administrative Leave is granted.
- Rule 3: If Jan 28, 2013 was not a regularly scheduled telework day, and the employee did not work before Federal Offices open at Noon, then they are granted Administrative Leave. At the time Federal Offices open, they are expected to: 1) come to work, 2) telework, 3) take leave.

**OPM Announcement**

<b>Status: Open - Delayed Arrival - Employees should remain off the roads until 10:00 am. Federal offices will Open to the public at 12:00</b>
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**noon. Employees have the option for Unscheduled Leave or Unscheduled Telework.**

Federal agencies in the Washington, DC, area are open under a delayed arrival. Employees should remain off the roads until 10:00 am. federal offices in the Washington, DC, area will open at 12:00 noon. Employees have the option for unscheduled leave or unscheduled telework.

*Non-Emergency Employees* who report to the office will be granted excused absence (administrative leave) up until the time when Federal offices open. In accordance with their agency's policies and procedures, subject to any applicable collective bargaining requirements, non-emergency employees may notify their supervisor of their intent to use:

1. Earned annual leave, compensatory time off, credit hours, or sick leave, as appropriate;
2. Leave without pay;
3. Their flexible work schedule day off or rearrange their work hours under flexible work schedules; or
4. Unscheduled telework (if telework-ready). (Employees who request unscheduled leave should be charged leave for the entire workday.)

*Telework-Ready Employees* who are regularly scheduled to perform telework or who notify their supervisors of their intention to perform unscheduled telework must be prepared to telework for the entire workday, or take unscheduled leave, or a combination of both, for the entire workday in accordance with their agency's policies and procedures, subject to any applicable collective bargaining requirements.

*Pre-approved Leave.* Employees on pre-approved leave for the entire workday should be charged leave for the entire workday.

*Emergency Employees* are expected to report to their worksite on time unless otherwise directed by their agencies.