



DEPARTMENT OF THE ARMY
WALLA WALLA DISTRICT, CORPS OF ENGINEERS
201 NORTH THIRD AVENUE
WALLA WALLA WA 99362-1876

REPLY TO
ATTENTION OF:

CENWW-OD-RE (380)

10 July 2012

COMMANDER'S POLICY LETTER NO. 6

SUBJECT: Dismissal or Closure Procedures Due to Inclement Weather Policy

1. APPLICABILITY. The following guidelines apply to snow emergencies, severe icing conditions, or other situations that prevent significant numbers of employees from reporting for work on time. This policy shall apply to all Walla Walla District employees. The Operations Project Manager (OPM) at each project is responsible to administer this policy for their employees. For the Boise, Idaho, area, the Regulatory Deputy will coordinate with the Lucky Peak OPM and Boise Outreach Office on inclement weather policy implementation.

2. GENERAL POLICY. During hazardous road and weather conditions, the Commander and OPM at each project will assess the situation and determine whether or not to implement a liberal leave policy. This decision will be announced through the supervisory chain during working hours and through media after working hours. The decision will also be posted to the District Internet site. During unforeseen weather events after normal business hours, employees may use their local school district's closure to request implementing this policy for liberal leave (see paragraph 3d).

3. RESPONSIBILITIES.

a. The Readiness Branch of Operations Division has the lead role for monitoring and reporting extreme weather forecasts to the Commander and recommending a suitable course of action (see paragraphs 4 and 5).

b. After the Commander approves a closure or delay, Readiness Branch will post District closure or delay information on the District Internet site. Readiness Branch will also send out a District-wide electronic mail (E-mail) notification about the closure or delay and notify the Public Affairs Office.

c. The Public Affairs Office will notify all local radio and television stations in the following cities of the delay or closure before the workday begins: Walla Walla, Tri-Cities, Dayton, and Waitsburg, Washington; and Hermiston, Pendleton, and Milton-Freewater, Oregon. The Public Affairs Office will also ensure that the District's call-in line, 509-527-7911, is updated with the delay or closure instructions.

d. Since conditions can vary at locations where employees live, each employee is responsible for checking their local media sources for school closures and delays. If the

school district jurisdiction in which the employee resides has delayed school or is closed due to inclement weather and the employee wishes to follow the liberal leave policy, they must request permission from their supervisor. Normally, permission to follow the liberal leave policy will be granted.

e. Unless the Commander extends the inclement weather delay or closure for the next business day, Readiness Branch will ensure that notification is removed from the District Internet site and that the Public Affairs Office has removed the inclement weather notification from the District call-in line prior to 1700.

4. **INCLEMENT WEATHER BEFORE THE WORKDAY BEGINS.** In the event of dangerous conditions prior to the start of the workday, District closure or delay information will be posted on the District Internet site at <http://www.nww.usace.army.mil>. Emergency announcements will be as follows:

Emergency Announcement	What Announcement Means	Additional Guidance
The Corps is OPEN; employees are expected to report to work on time.	The Corps will open on time, and employees are expected to report for work as scheduled.	Supervisors may grant a reasonable amount of excused time for unavoidable delays.
The Corps is operating under a LIBERAL LEAVE policy; employees may take leave without prior approval.	The Corps will open on time, but employees not designated as “emergency employees” by their supervisor may take annual leave without the prior approval of their supervisors. “Emergency employees” are expected to report to work on time.	Employees should inform their supervisors if they plan to take annual leave.
The Corps is “CLOSED.”	Employees not designated as “emergency employees” by their supervisor are excused from duty without loss of pay or charge to leave. Employees designated as “emergency employees” are expected to report for work on time.	Workdays on which a Federal activity is closed are non-workdays for leave purposes. Employees who are on approved annual leave or sick leave before the closure must be granted excused absence. This does not apply to employees on Leave without Pay (LWOP); military leave; suspension; or in a nonpay status. Employees on alternate work schedules (AWS) are not entitled to another AWS day off “in lieu of ” the workday on which the agency is closed.

5. INCLEMENT WEATHER DURING NORMAL WORK HOURS. The Commander, or designee, may authorize “adjusted or early work dismissal,” as follows:

Employee Action	Leave Policy
Employee is on duty.	Agency should grant excused absence for the remainder of the workday until the employee’s authorized time of dismissal even if the employee is scheduled to take annual leave or sick leave later in the day.
Employee leaves before the time set for his/her authorized dismissal (with supervisory approval).	The agency may charge leave for the period remaining before the employee’s authorized departure time.
Employee is scheduled to return from annual leave or sick leave after the announcement of an “adjusted or early work dismissal” policy but before his/her authorized departure time.	The agency should charge annual leave or sick leave for the period during which the employee is on approved annual leave or sick leave and should grant excused absence for the remainder of the workday until the employee’s authorized time of dismissal even if the employee is scheduled to take annual leave or sick leave later in the day.
Employee is absent on previously approved annual leave, sick leave, or LWOP for the entire workday.	The agency should continue to charge the employee with annual leave or sick leave for the entire workday.
Employee fails to report for work before his/her authorized dismissal time.	The agency should charge annual leave, sick leave, or LWOP, as appropriate, for the entire workday (exception to this policy should be made only in unusual circumstances).

6. MOTORPOOL CLOSURE PROCEDURES. In case of severe weather, the Logistics Management Office (CELA-NWW) Transportation Coordinator will assess the situation and may recommend to the Deputy Commander that Government vehicle travel be restricted. When the Deputy Commander restricts Government vehicle travel, Division/Office Chiefs become the approving authority for essential travel by Government vehicle.

/s/ 7/10/12
 ANDREW D. KELLY
 LTC, EN
 Commanding

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