

**USDA-ARS-NPA
Fort Collins, Colorado
Policy Memorandum**

DATE:	March 14, 2008
SUBJECT:	Office Dismissal or Closure Procedures
NUMBER:	FM-05-001
EFFECTIVE DATE:	Immediately Until Replaced or Superseded (Replaces FM-05-001 dated August 3, 2005)

1. Purpose

This Policy Memorandum establishes the procedures for office dismissal or closure for USDA-Agricultural Research Service (ARS) employees in Fort Collins, Colorado.

2. Background

Enclosed are guidelines that apply to situations that prevent significant numbers of employees in the Fort Collins, Colorado area from reporting to work on time or which require the closure of all or part of our activities. These situations include adverse weather conditions (snow emergencies, severe icing conditions, floods, earthquakes, tornados, etc.) and other disruptions of Government operations (disruption of power and/or water, etc.).

3. Procedures

These procedures apply to all federal employees of the USDA-ARS-Fort Collins area including employees telecommuting from an alternate worksite. University, private sector, or contract employees in ARS facilities should report to work according to direction from their employer. The following announcements will be made through VoiceREACH. Each management unit is responsible for reviewing and updating the VoiceREACH spreadsheet provided by the Area Office each quarter.

“Open”

An “open” announcement is made in those situations where the possibility of delayed arrival or closure existed.

“Delayed Arrival”

A “delayed arrival” announcement is made in those situations that require our offices to open later than normal, and directing employees to plan to arrive at work not more than a specified number of hours later than they would normally arrive.

“Closed”

A “closed” announcement is made in those situations that require our offices to not open our doors for business.

“Early Dismissal”

An “Early Dismissal” announcement will be made when our offices must close for the remainder of the day.

These announcements DO NOT apply to individuals who are designated as “exigency employees for weather or other emergency conditions.” Exigency employees are expected to report for work on time unless excused by their supervisors.

4. Point of Contact

For further information please contact the Deputy Area Director.

/s/

W.H. BLACKBURN
Area Director
Northern Plains Area

USDA-ARS-NPA-Fort Collins Office Dismissal or Closure Procedures

Announcement	What Announcement Means	Procedures
<p>“ARS Offices in the Fort Collins area are OPEN; employees are expected to report for work on time.”</p>	<p>Employees are expected to report for work on time.</p>	<ul style="list-style-type: none"> ▪ After 6:00 a.m. or as soon as a determination is made, a recorded message will be sent to employees via voicemail.
<p>“ARS Offices in the Fort Collins area are OPEN under a _____ hour DELAYED ARRIVAL policy.”</p>	<p>Employees should plan their commutes so that they arrive for work no more than _____ hours later than they would normally arrive. Employees who arrive for work more than _____ hours will be charged leave for the additional period of absence from work.</p> <p>Employees who cannot report for work may take unscheduled leave for their entire scheduled workday.</p> <p>Exigency employees are expected to report to work on time.</p>	<p>NRRC & CRL Employees:</p> <ol style="list-style-type: none"> 1. To obtain your NRRC Emergency Weather Broadcast System message from home: call 492-7100 for the Voice Mail Auto Attendant. 2. Press the (#) key at the greeting. 3. Enter your extension number, followed by the (#) key. 4. Enter your password, followed by the (#) key. 5. Press (1) to listen to new messages. <ul style="list-style-type: none"> ▪ All Area Office Employees, the NCGRP Center Director, and the CRL & NRRC Research Leaders will be contacted via the Area Office Calling Tree. <i>The NCGRP Center Director and the CRL & NRRC Research Leaders will pass the information on to their staff.</i>
<p>“ARS Offices in the Fort Collins area are CLOSED.”</p>	<p>Offices are closed.</p> <p>Exigency employees are expected to report to work on time.</p>	
<p>“ARS Offices in the Fort Collins area are operating under an EARLY DISMISSAL policy. Employees should be dismissed by _____.”</p>	<p>Employees should be dismissed by _____. Employees who must leave work earlier will be charged leave for the time between their leaving and the dismissed time.</p> <p>Employees on pre-approved leave for the entire day should be charged leave for the entire day.</p> <p>Exigency employees are expected to remain at work.</p>	<ul style="list-style-type: none"> ▪ The Larimer County Federal Executive Association (LCFEA) will provide the appropriate announcement to the local media when a disruption occurs before the workday begins.