

Edna Wells Handy
Commissioner

MEMORANDUM

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TO: Agency Heads

FROM: Edna Wells Handy

Edna Wells Handy / MB

DATE: October 26, 2012

SUBJECT: Time and Leave Policy for October 28, October 29, and October 30, 2012

In accordance with City policy, as specified in PSB No. 440-14: Time and Leave Policy in the Event of a City-wide Emergency (attached), all employees must make every effort to overcome transportation difficulties caused by Hurricane Sandy and report to work. However, unscheduled absences must be charged against either annual leave or compensatory time balances. In cases where an employee has no applicable leave balances, annual leave will be advanced for this purpose. Lateness found by an Agency Head to have been caused by unforeseen transportation circumstances beyond the ability of the employee to control shall be excused with no charge to leave balances. There shall be no requirement for the employee to provide proof of transportation delay.

Consistent with Continuity of Government objectives and Agency Continuity of Operations Plans ("COOP"), employees may be directed to report to authorized alternative work sites or to work staggered or flexible schedules, pursuant to their agency COOP plans. Employees who have been identified to support essential services will be notified by their Agency Heads, COOP Liaisons, or Human Resources Divisions, and given further instructions.

The above policy applies to employees who are covered by the "Leave Regulations for Employees who are Under the Career and Salary Plan," including employees who are serving in original jurisdiction positions, and employees who are covered by the "Leave Regulations for Management Employees."

Agency Personnel Officers may direct further questions regarding the City's leave policy to Andrea Wrubel, Director of Special Programs, at (212) 386-0551.

Thank you.

Attachment

c: Agency Personnel Officers

PERSONNEL SERVICES BULLETIN

440-14
PSB No.

Subject: Time and Leave Policy in the Event of a City-wide Emergency

Date: March 5, 2012

Policy

In the event of a City-wide emergency, travel to and from work may, in many cases, become difficult. Because the City must continue to provide services to the public during times of emergency, all City employees must make every effort to report to work. For the purposes of this Personnel Services Bulletin ("PSB"), a City-wide emergency includes, but is not limited to, weather-related events such as storms, floods and tornados; transit strikes; and impact area-specific events such as infrastructure incidents.

The following time and leave policy applies to all City employees who are subject to the "Leave Regulations for Employees Who are Under the Career and Salary Plan" or the "Leave Regulations for Management Employees." Uniformed employees of the Police, Fire, Correction and Sanitation Departments, and Prevailing Wage employees, are not subject to the terms of this PSB.

I. Employees covered by this policy are advised of the following:

A. Absence

Where an employee's usual means of transportation is affected or is likely to be affected by a City-wide emergency, it is the employee's responsibility to find alternate means of reporting to work. In order to be paid for the day, employees who do not report to work during the City-wide emergency must use their annual leave, compensatory time, or be advanced annual leave. Such usage is subject to agency head approval.

B. Lateness

Employees are expected to report to work on time. Employees who anticipate delays in reaching their work locations because of a City-wide emergency as defined by this PSB are expected to allow extra time for travel. For employees who arrive at work late, agencies shall determine whether the lateness was caused by unforeseen circumstances which arise after an employee leaves for work, which cannot be anticipated and are beyond the ability of the tardy employee to control; in these instances, lateness shall be excused. A request for excusal should not be unreasonably denied. For employees covered by the Citywide Agreement, a refusal to excuse a lateness may be appealed to the Commissioner of Labor Relations, whose decision shall be final.

If lateness is not excused, employees will need to use annual leave or compensatory time to make up for lateness, unless they have a pre-existing flex time arrangement available to them that allows them to make up this time and not have their leave balances charged. Sick leave may not be charged under these circumstances.

Inquiries: Office of Special Programs (212) 669-3290

Issue No. 1-2012

II. Consistent with Continuity of Government objectives and Agency Continuity of Operations Plans ("COOP"), the following areas should be addressed:

A. Alternative Work Sites/Alternative Work Schedules

In the interest of maintaining continuity of government, employees may be directed to report to authorized alternative work sites or to work staggered or flexible schedules, pursuant to their agency COOP plans. Employees will be required to track and enter their work hours from alternative work sites and will be directed by their agencies how to do so. In addition, at the discretion of the agency head, appropriate managerial employees may be permitted to perform duties remotely, pursuant to procedures for tracking work product and hours, and only for the duration of the City-wide emergency.

B. Maintenance of Agency's Essential Services

Agencies have developed Continuity of Operations Plans to enable them to maintain essential agency services during a City-wide or localized emergency. Employees who have been identified to support essential services will be notified by their agency heads, COOP liaisons, or human resources divisions, and given further instructions.


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