



**UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN EDUCATION
Office of the Deputy Director
P. O. Box 869
Albuquerque, New Mexico 87103**

IN REPLY REFER TO:

JAN 7 2008

Memorandum

To: All BIE Employees of Education Line Offices and Schools

From: Acting Deputy Director East and West, Bureau of Indian Education and
Acting Deputy Director Navajo, Bureau of Indian Education

Subject: School Closings and Delays for Inclement Weather

As the winter months have approached a number of questions and concerns have come up about reporting for duty when schools schedules have been delayed or schools have closed due to inclement weather. Therefore, to clarify expectations, principals and employees are to adhere to the following guidelines.

The Department of the Interior Personnel Bulletin No. 06-02, Excused Absence in Emergency Situations states, "Emergency situations are defined as situations in which [a] significant number of employees are prevented from reporting to work on time, or in which the closing of all or part of the Department's activities is required. When an office is closed because of the emergency situation and employees are unable to report to work, all employees affected by the closing will be excused from work without charge to leave, except that employees who are on preapproved leave should continue to be charged leave until the date they were scheduled to return to duty."

In addition, Article 29, Section 19 of the IEF Collective Bargaining Agreement states, "When an employee is unable to reach work due to weather conditions, he/she may be granted administrative leave. Absent administrative leave approval, the employee may request and receive approval for personal, school vacation, vacation, or LWOP."

2 Hour Delay for All Staff and Students – When management determines conditions exist at or near the duty station that may warrant a two-hour delay for students and staff reporting to work, management may implement a two hour delay. For example, staff who report for duty at 7:30 AM would then report for duty at 9:30 AM. Staff will be granted a paid excused absence for the two hours delayed. However identified essential employees are to report as required.

Procedures:

Management initiates, implements and announces a two hour delay by announcing a **2 Hour Delay for All Staff and Students** through the local media outlet (television and/or radio) station or channel that has been designated for such purpose. The identification of the appropriate station or channel is accomplished at the local work site level and is communicated to all employees at employee orientation and will also be identified in the staff handbook for that duty station. Notice of such outlet shall also be placed on employee bulletin boards where information for employees is normally displayed.

2 Hour Delay for Students but All Staff Report on Time – Some schools are located in areas where a majority of staff live on campus or close proximity (Less than 1 mile). Therefore, staff is capable of reporting for duty on time. When management determines conditions exist at or near the duty station that may warrant a two hour delay for students reporting for school, management may implement a two hour delay for students. All staff are to report as scheduled. Employees who are delayed or are unable to reach work due to weather conditions are to call his/her supervisor to request leave. As addressed in the CBA, bargaining unit employees may be granted administrative leave, if not, employees may request the use of personal leave.

Procedures:

Management initiates, implements and announces a two hour delay by announcing a **2 Hour Delay for Students and All Staff Report on Time** through the local media outlet (television and/or radio) station or channel that has been designated for such purpose. The identification of the appropriate station or channel is accomplished at the local work site level and is communicated to all employees at employee orientation and will also be identified in the staff handbook for that duty station. Notice of such outlet shall also be placed on employee bulletin boards where information for employees is normally displayed.

School Closed for All Staff and Students – When management determines conditions exist at or near the duty station that may warrant school closings for students and staff reporting to work, management may implement a complete school closure. Staff will be granted a paid excused absence for the school closure. However, if determined by management essential staff are to report as required.

Procedure:

Management initiates, implements and announces a school closure by announcing **School Closed for All Staff and Students** through the local media outlet (television and/or radio) station or channel that has been designated for such purpose. The identification of the appropriate station or channel is accomplished at the local work site level and is communicated to all employees at employee orientation and will also be identified in the staff handbook for that duty station. Notice of such outlet shall also be placed on employee bulletin boards where information for employees is normally displayed.

School Closed for Students but All Staff Report on Time - Some schools are located in areas where a majority of staff live on campus or close proximity (Less than 1 mile). Therefore, staff is capable of reporting for duty on time. When management determines conditions exist at or near

the duty station that may warrant a school closure for students, management may implement a school closure for students. All staff are to report as scheduled. Employees who are delayed or are unable to reach work due to weather conditions are to call his/her supervisor to request leave. As addressed in the CBA, bargaining unit employees may be granted administrative leave, if not, employees may request the use of personal leave.

Procedure:

Management initiates, implements and announces a school closure by announcing **School Closed for All Students All Staff Report on Time** through the local media outlet (television and/or radio) station or channel that has been designated for such purpose. The identification of the appropriate station or channel is accomplished at the local work site level and is communicated to all employees at employee orientation and will also be identified in the staff handbook for that duty station. Notice of such outlet shall also be placed on employee bulletin boards where information for employees is normally displayed.

Although general plans of action are addressed in this memorandum, unique circumstances may arise, such as a need to have timekeepers and certifiers available to input and process time and attendance at the end of a pay period and in the work days immediately following the end of the pay period. As such, unique circumstances will be evaluated accordingly and communicated in a similar manner to those situations identified above. In addition, all principals are to identify and notify those employees declared essential (e.g. facilities, maintenance, cafeteria workers, etc.).