



CIVILIAN PERSONNEL BULLETIN

UNITED STATES MILITARY ACADEMY
WEST POINT,
NEW YORK 10996

28 October 2016

Number 17-03

DUTY STATUS AND LEAVE DURING ADVERSE WEATHER SITUATIONS

1. USMA Policy 40-03, Leave During Adverse Weather

It is the policy of the United States Military Academy to remain open during adverse weather conditions and to continue full operations in support of the mission. When roads are closed or treacherous because of adverse weather, the Garrison Commander or his designee may decide to implement, USMA Policy 40-03, Leave During Adverse Weather.

2. Accurate and up to date official Status information

You are encouraged to utilize 938-7000, the Garrison homepage (www.westpoint.army.mil), and the Garrison Facebook page (<https://www.facebook.com/USAGWestPoint/?fref=ts>) for accurate and up to date official information. As a convenience, the following radio stations will provide unofficial information at regular intervals starting on or about 6:00 a.m. when adverse weather conditions develop during non- working hours.

RADIO STATIONS					
WFAN-AM	660	KHz	WRRV-FM	92.7	MHz
WABC-AM	770	KHz	WQXR-FM	96.3	MHz
WCBS-AM	880	KHz	WHUD-FM	100.7	MHz
WRKL-AM	910	KHz	WNEW-FM	102.7	MHz
WTBQ-AM	1110	KHz	WGNY-FM	103.1	MHz
WGNY-AM	1220	KHz	WFAS-FM	103.9	MHz
WFAS-AM	1230	KHz	WAXB-FM	105.5	MHz
WRCR-AM	1300	KHz	WWXY-FM	107.1	MHz
WALL-AM	1340	KHz	WLNA-AM	1420	KHz
TV STATIONS					
WCBS-TV	Ch 2		WNYW-TV	Ch 5	
WNBC-TV	Ch 4		WABC-TV	Ch 7	
TV CH 8 AND 23 COMMAND INFORMATION CHANNEL					

3. NON-EMERGENCY POSITIONS

The following policy applies to: Appropriated Fund (AF) Employees in non-emergency positions only.

ANNOUNCEMENTS

During adverse weather conditions, announcements will be made as follows:

CODE WHITE

“West Point is CODE WHITE (All Day, Delayed Arrival, or Early Departure).” This announcement means employees have the option for UNSCHEDULED LEAVE or UNSCHEDULED TELEWORK. Employees must notify their supervisor of their intent to take unscheduled leave, or to perform unscheduled telework as defined in the employee’s individual telework agreement. Employees scheduled to telework on the day of the announcement are expected to begin telework on time or request unscheduled leave.

or

CODE RED Until XX

“West Point is CODE RED until XX (Delayed Arrival).” This announcement means employees will be granted excused absence (administrative leave) for up to the designated number of hours past their normal arrival time. Employees on pre-approved leave for the entire workday or employees who were granted unscheduled leave for the entire workday should be granted excused absence for the duration of the Code Red. Employees scheduled to telework on the day of the announcement are expected to begin telework on time or request unscheduled leave.

or

CODE RED at XX HOUR

“West Point is CODE RED at XX HOUR (Early Dismissal).” This announcement means that non-emergency employees should depart earlier than their normal departure time from work and may request UNSCHEDULED LEAVE or UNSCHEDULED TELEWORK to leave prior to the early departure time.

Or

CODE RED ALL DAY

“West Point is CODE RED ALL DAY.” This means that emergency employees are expected to report for work on time. Non-emergency employees (including Appropriate Fund employees on pre- approved paid leave) will be granted excused absence (administrative leave) for the number of hours they were scheduled to leave, unless:

- The employee is required to telework
- The employee works or is on official travel outside of the West Point area
- The employee is on leave without pay
- The employee is on an alternative work schedule

Employees on pre-approved leave for the entire workday or employees who were granted unscheduled leave for the entire workday should be granted excused absence for the entire day. With supervisory approval, a telework-ready employee may telework, as defined in the employee’s telework agreement.

4. When adverse weather conditions develop

The Garrison Commander or his designee may decide to institute the Leave During Adverse Weather Policy for Employees who are on duty at the time of the dismissal. Such decisions will be conveyed to all Activity Directors who are responsible for notifying all activities under their control.

5. EMERGENCY POSITIONS

The procedures in paragraph three above do not apply to employees in positions designated as emergency. These employees will always make a valid attempt to reach the Work site on time during emergency weather situations. Employees who make a valid attempt, but do not reach the work site on time, will be given consideration for any tardiness due to road conditions and will, generally, not be penalized for conditions beyond their control. Employees in emergency positions who are at work during a snow emergency will normally be required to remain for their entire tour of duty and may be needed to remain for overtime or to cover additional shifts. Employees in emergency positions are so notified in writing.

6. Supervisors

Supervisors are encouraged to discuss this policy with each employee. Any questions concerning the designation of your position as weather essential, or non-weather essential, should be discussed with your supervisor.

7. CIVILIAN ON-SITE TRAINING CLASSES

Civilian on-site training classes will be postponed when Code Red is in effect. Participants will be notified of the rescheduled date as soon as arrangements are made. Classes may be postponed in other cases. The proponent of the class will communicate the status of the class to the registered attendees.

8. For further guidance, please see below.

Appropriated Fund Employees CPAC.....	938-3943
Non Appropriated Fund Employees NAF Personnel Branch, CPAC...	938-2822
On-site training classes CPAC.....	938-3943
Time and attendance reporting Civilian Pay Service Center Directorate of Resource Management.....	938-6508
Weather and road conditions.....	938-7000
USMA homepage.....	http://www.usma.edu

-Signed-
CAROL L. MCQUINN
Human Resources Officer

DISTRIBUTION:

- 1 – each AF employee
- 1 – each NAF employee