

DEPARTMENT OF THE ARMY
HEADQUARTERS, FORT SAM HOUSTON
Fort Sam Houston, Texas 78234

FSH Regulation
No. 690-31

6 August 1982

Civilian Personnel
ADMINISTRATIVE DISMISSAL OF CIVILIAN EMPLOYEES

Issue of supplements to this regulation by subordinate commanders is prohibited, unless specifically approved by Headquarters, Fort Sam Houston.

1. PURPOSE. From time to time, existing or imminent weather conditions, or the breakdown of essential services or facilities, or other events beyond the control of management require the closing of all or part of an activity. This regulation sets forth the policy to be followed with respect to those activities having employees serviced by the FSH Civilian Personnel Office.
2. COVERAGE. This regulation is applicable to all DA employees (appropriated and nonappropriated fund) assigned to all activities serviced by the Fort Sam Houston Civilian Personnel Office.
3. DEFINITIONS:
 - a. Essential Personnel. As determined by serviced commanders, those employees who perform duties which are vital to the continuity of medical facilities, public safety, national defense, or similar crucial operations and who are required therefore to be at work regardless of emergency situations or any general dismissal policy.
 - b. Emergency Situation. A situation that is general rather than personal in scope and impact, which makes habitation of the workplace a serious hazard to the health or well being of those located therein, and which, either prevents employees from reporting to work, or necessitates the closing of all or part of the activity.
 - c. Hazardous Weather Conditions. Conditions such as heavy rain, icing, hurricane, or severe fog which make travel unsafe or inadvisable.
4. POLICY.
 - a. Unless otherwise notified, all employees are to presume that their office/activity will be operational each duty day regardless of any weather or emergency condition which may develop. Therefore, they are expected to adjust their personal schedules in order to cope with possible difficult driving conditions or disruptions of public transportation.
 - b. Employees whose presence is required in support of emergency operations or essential services may be directed to remain on duty, or to make every reasonable effort to report for duty, even though all or part of the activity is closed. In designating such personnel, management should give consideration to those factors bearing on the employees' relative ability to comply, such as distance from residence to worksite, access to highways, means of transportation, general health, etc.

c. Decisions to close all or part of an activity are a function of command and subordinate supervisors/managers will not make independent decisions in this regard. When, due to localized circumstances, a serviced activity commander determines that it may be necessary to close all or part of his activity, he will inform the Commander, FSH, through the Civilian Personnel Officer, FSH, who will, if necessary, implement the following procedures:

(1) During Duty Hours.

(a) Upon determining that all or part of an activity is to be closed, the Commander, FSH, through his designee, the Civilian Personnel Officer, will

Notify serviced commanders and HQ, FSH, directors.

2. Notify representatives of bargaining units where appropriate

(b) After receiving such notification from the CPO, serviced commanders will direct the identification and release of nonessential employees working the shift in progress. Employees will be advised that they are being placed on administrative leave for the remainder of the duty day and that they are to return to duty the next duty day unless otherwise notified through the media. Employees will also be notified that, in the event the activity remains closed beyond the excused day, they will be placed on annual leave, or if they have no leave to their credit, leave without pay (LWOP). Employees already absent in an approved leave status will not be converted to administrative leave.

(c) Employees who have been determined to be "essential personnel" will be informed of the requirement to remain at their duty stations regardless of the general dismissal.

(2) During Non-Duty Hours

(a) A storm or emergency occurring during non-duty hours may make it necessary that employees not report for work. Such decision will be communicated by radio, TV, and where possible, the press. In the absence of any such announcement, all employees will be expected to report for duty regardless of conditions.

(b) When employees are prohibited from reporting for duty under these circumstances they will be placed on administrative leave followed by LWOP as outlined in para 4c(1)(b) above.

(c) Employees who have been determined to be "essential personnel" may be contacted and directed to make every reasonable and continuing effort to report for duty, even though all or part of the activity is closed.

5. TEMPERATURE EXTREMES. It should be noted that, while temperature extremes may result in employee discomfort, they are not a basis for closing all or part of an activity. Before considering group dismissal, liberal use of annual and sick leave will be authorized, in individual cases, for those employees whose chronic medical conditions could be aggravated by temperature extremes. Group dismissals due to temperature extremes will be authorized only upon a finding that conditions are "intolerable and endanger the health of the employees."

6. PUBLICITY. All media contacts or official announcements concerning the closing of all or part of the installation will be disseminated by the Public Affairs Office, HQ, FSH, in coordination with the CPO, FSH.

7 REFERENCES:

- a Federal Personnel Manual Supplement 990-2, Book 610, subchapter 53.
- b FSH Regulation 690-14, Leave and Absences.

The proponent of this regulation is the Management-Employee Relations Br, Civilian Personnel Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, Fort Sam Houston, ATTN: AFZG-CP, Fort Sam Houston, Texas 78234.

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