



WHAT YOU NEED TO KNOW IN THE EVENT OF A LAPSE of APPROPRIATIONS

OCTOBER 2023

Overview

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Timeline of Events

- ▶ Monday, October 2
 - ▶ All employees report to work – as you normally would (remote, telework, etc)
 - ▶ If there is a lapse in appropriations, we will begin shutdown procedures. For most employees this will be 4 hours or less.
- ▶ **Employees will be responsible for monitoring the media for information on when to return to work.**
- ▶ **Once an agreement is announced, employees must return to a duty status on their next scheduled work day.**

Categories of Employees

- ▶ **Exempt** – employees who will be required to work because they are paid through non-appropriated funds and/or permanent funding. Some employees may be paid with carry over funding, for example fire and law enforcement.
- ▶ **Excepted** – employees who are paid through appropriated funds, but will still be required to work because they have been designated as health and safety, animal care, or essential infrastructure, etc.
- ▶ **Non-Excepted** – employees who will be furloughed.
- ▶ There is no official designation of “on-call”. All employees should understand that anyone can be called in if needed and must be available to report the next business day.



Monday, October 2

Excepted and Furloughed Categories

- ▶ All employees should report to work – this MAY be virtual for remote and teleworkers.
- ▶ Employees on compressed work schedule or leave are not expected to report to the office in person however supervisors need to be able to reach them.
- ▶ All leave is officially cancelled.
 - ▶ Use common sense approach when requiring employees to report.
 - ▶ Employees on extended vacations, FMLA etc., do not need to cancel their trips to report.
 - ▶ Remote or teleworkers do not need to report to the office.

Monday Continued...

Excepted and Furloughed Categories

- ▶ All supervisors/managers will provide a personal notice to each employee informing them of their designation during the lapse.
- ▶ JAO plans to email PDF notice templates to the Deputies Sunday evening so they will be ready for Monday.
 - ▶ These notices CANNOT be given to employees before Monday.
 - ▶ Managers will add the employee's name (type on PDF) on the memo and sign. They will then provide the memo to each employee. (may be provided electronically). Employees should sign receipt and return. A copy should be maintained by both the supervisor and the employee.
 - ▶ Notices for employees who cannot be present may be communicated by personal email or text.

Monday Continued...

Excepted and Furloughed Categories

- Each Program or Region should download a spreadsheet from the Contingency Planning Tool and create a log of employees.
 - As employees are given their notices, managers should annotate the log when receipt is acknowledged.
 - **All employees must be accounted for regardless of designation.**
- Before furloughed employees leave, they should be instructed to provide updated contact information.
 - This should include their personal phone numbers.
 - Government issued phones and email should not be used by furloughed employees.
- Employees should complete their QuickTime for the pay period and all timesheets should be validated, verified and certified.
- More Info: [Shutdown Furlough Guidance and Frequently Asked Questions | IBC Customer Central \(doi.gov\)](#)

Monday

EXCEPTED employees

- ▶ Continue to report to work as normal.
- ▶ Code Quicktime with code 107 and will continue coding QT throughout the closure period.
- ▶ May only code 80 hours a PP. If additional hours worked, they should be recorded and will be corrected with an admendment to QT when we are funded.
- ▶ If not in a duty status – they are furloughed (no leave)
- ▶ Will NOT be paid until the Government is funded
- ▶ JAO and IRTM will have support staff on hand, if assistance is needed. Check Sharepoint for POCs

Monday

EXEMPT employees

- ▶ Continue to report to work as normal.
- ▶ Code Quicktime as usual
- ▶ May use leave
- ▶ May travel if it is necessary for exempted work
- ▶ Will be paid on the regular payroll cycle
- ▶ May use government equipment, including vehicles.
- ▶ JAO and IRTM will have support staff on hand, if assistance is needed. Check Sharepoint for POCs

Quicktime Guidance

Excepted and Furloughed Categories

- ▶ Beginning **MONDAY OCT 2** employees should use the following Quicktime codes:
 1. **FURLOUGHED** - code **105** "Government Shutdown – Furloughed – Non-Pay Status
 2. **EXCEPTED** - code **107** "Government Shutdown – Excepted – Non-Pay Status
- ✓ **All employees will receive RETROACTIVE pay.**
- ✓ **Please code accurately** - we need to track all EXCEPTED hours.
- ✓ All full-time employees must code 80 hours a PP. Part time should code the number of hours in their regular work week
- ✓ **Furloughed and Excepted employees should not code any other codes than 105 and 107**– including leave.

FAQs

- ▶ Can I “volunteer”?
 - ▶ No. Employees may not work if they are in the non-excepted category. They may not check their emails, make phone calls, etc.
- ▶ What if I left something in the office?
 - ▶ Sorry, employees will not have access to the office for the duration of the shutdown.
- ▶ What will happen to our paychecks:
 - ▶ The week of Oct 2? -We will receive our checks as scheduled on Oct 1.
 - ▶ The week of Oct 16?- we will receive a check for the period worked up to September 30.

Additional Information

- ▶ The EAP will be operational during the shut down
- ▶ Detailed records need to be kept for all employees who work during the shut down for time keeping purposes.
- ▶ Unemployment forms will be distributed with the furlough notices. Employee can choose to file based on their state laws. Please be aware once we receive retro compensation, all funds received must be paid back to the state and interest may be applied.
- ▶ Benefits, FEHB, FEGLI, etc will not be affected
- ▶ TSP loans are frozen for furlough up to 30 days without any action necessary
- ▶ Ensure supervisors have personal contact information for each employee and employees should check regularly for updates.

Resources

- ▶ [Guidance for Shutdown Furloughs](#): overview of how the Government prepares for and handles a shutdown.
- ▶ [FWS Ethics Link](#): provides information on unethical/prohibited activities during a shutdown
- ▶ [Government Employee Fair Treatment Act of 2019](#)
- ▶ [EAP](#) – password “interioreap” or 1-800-869-0276
- ▶ [Credit Union](#) – resources for members
- ▶ [Quicktime](#) info
- ▶ **JAO Customer Contact Center Number - 1-866-364-0081.**
 - ▶ Hours: 8:00 a.m. – 8:00 p.m. ET, Mon.-Fri. (excluding federal holidays)