



EPA Shutdown: Formal Notice of Furlough

To NOWCC SEE Program Enrollees, Monitors and Coordinators:

As of midnight Friday, December 28, 2018, funding for EPA has expired and the agency has implemented its shutdown plan until an appropriations act or a continuing resolution is passed.

We regret to inform you that SEE Enrollees will be placed on furlough. Enrollees are not to report to work until an appropriations act or a continuing resolution is passed. Enrollees must depart EPA after securing their work space, submitting their timesheet, and assisting Monitors with any shutdown activities. Enrollees will get paid for up to four hours to complete shutdown activities.

Enrollees are requested to report to their work stations for roughly half a day today, December 31, 2018, in accordance with their normal work schedule, to perform shutdown activities. Enrollees who are approved to telework this day may perform shutdown activities at their telework locations. Enrollees whose first working day after the shutdown is Wednesday, January 2, 2019, can perform their shutdown duties that day IF your EPA location will be accessible this day. Please coordinate with your EPA Monitors to determine what shutdown steps should be taken and how you can complete these steps today or prior to January 2.

SEE Enrollees under state memorandum of agreements may continue working as long as the grantee has obligated funds, designated for the state, available and no EPA staff or resources are needed.

No Enrollee will be considered excepted or exempted personnel under a shutdown and are not authorized to work or volunteer their services. Costs for annual and sick leave during the shutdown will not be allowable.

There should be no travel in the absence of an appropriations act or continuing resolution. All Enrollees on travel must return to their duty station no later than midnight on Friday, December 28, 2018. Any planned travel scheduled with a departure date between now and December 28, 2018, that extends into the new calendar year must be cancelled or rescheduled.

Guidance for Enrollee Timesheets:

Please complete your timesheets by today. This timesheet is open and accessible remotely through January 4 for any changes. Link to timesheets:

<https://workforcenow.adp.com/workforcenow/login.html>

For pay period December 22 through January 4:

- Please record your regular hours worked through December 28.
- For December 31, please record the hours you worked to perform shutdown duties as regular hours. Please also add to this day any additional hours that would make up your regular working day. Please code these additional hours as Furlough. For example, the timesheet for this day would reflect four hours of regular pay (for shutdown procedures) and four hours with the furlough code, totaling eight hours if you are normally schedule to work eight hours. The Furlough code can be found under the Pay Code column of the timesheet.
- For January 1, please record your regular pro-rated holiday hours. The pay code Holiday is already entered for this day, please keep this as is. The Holiday code for this day will be changed to Furlough by our Payroll Department.
- For January 2 through January 4, please enter your regular hours, the hours you would normally be working if there wasn't a shutdown. PLEASE CODE these hours as Furlough.
- This pay period will be processed as normal with pay date of January 17 but you will not be paid for any furlough hours at this time. Furlough is a non-pay status.

Sample time entry:

>	WEEK 2	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS
☰	Sat 12/29		0.00	541003	0.
☰	Sun 12/30		0.00	541003	0.
☰	Mon 12/31		4.00	541003	
☰	12/31	FURLOUGH	4.00	541003	8.
☰	Tue 01/01	HOLIDAY	8.00	541003	8.
☰	Wed 01/02	FURLOUGH	8.00	541003	8.
☰	Thu 01/03	FURLOUGH	8.00	541003	8.
☰	Fri 01/04	FURLOUGH	8.00	541003	8.

Important: If the shutdown continues beyond January 4, please record all future time as your regular hours with the Furlough code.

For pay period December 8 through December 21, timesheets and paychecks will be processed as normal on January 3, 2019.

Insurance and Unemployment Benefits:

Enrollee insurance benefits through NOWCC are not affected by this Non Pay Status during the furlough and will continue.

Enrollees may be eligible for unemployment insurance. Unemployment benefits are determined and paid under the laws of the state in which the Enrollee works.

Returning to work:

Enrollees should return to their work station on their first scheduled workday after federal employees are instructed to return.

NOWCC will continue to share important information as it becomes available to us by sending emails to Enrollee personal email addresses and also by updating our SEE Program website with a message: <https://seeprogram.nowcc.org/home>.

Please monitor the news media for updates. Enrollees may also obtain information on the U.S. Environmental Protection Agency's daily status by calling 1-888-EPA-TALK or by visiting an external website accessed from their own computers at <http://www.epa.gov/2018lapse>.

Most NOWCC SEE Program staff will be furloughed but a few are volunteering time to address urgent questions. If you have an urgent matter, please contact Bridget Farley at bfarley@nowcc.org.

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