

MANAGER/EMPLOYEE ORDERLY SHUTDOWN REMINDERS AND CHECKLIST

For use during the orderly shutdown

On the first workday after a lapse in appropriations occurs, you will have a period of time (generally up to four hours) to perform “orderly shutdown” activities necessary to suspend ongoing work activities for an indefinite period of time. Such activities might include, among other things, notifying key contacts and external clients, rescheduling meetings, events, training, travel, and/or other planned activities as necessary, and securing information and property. **Orderly shutdown activities should be completed NO LATER THAN 2 PM local time.**

Leave - All leave for all employees, except exempt employees, is canceled during a lapse in appropriations.

Paycheck - Employees will receive their paychecks on schedule for time worked during the pay period in which the lapse of appropriation occurs.

Duty station - Orderly shutdown activities must occur from an employee's assigned duty station.

Excepted/full-time employees are required to report to work as normal during the lapse to work on excepted activities only. You will not be paid during the lapse; however, you will be paid for this period after the lapse in appropriations has ended.

Excepted/intermittent employees may be called back to work to participate in excepted activities. You will not be paid during the lapse; however, you will be paid for any hours worked if you were called back to work on an excepted activity after the lapse in appropriations has ended.

Furloughed employees are those employees not designated as exempt, as well as excepted full-time and excepted intermittent employees during those periods when they are not working on excepted activities. Furloughed employees **may not engage in any government work** or volunteer their services after orderly shutdown and for the duration of a lapse.

Government-furnished Equipment - Furloughed staff are encouraged to log into their laptop and email once a week to receive IT security updates. In addition, staff are encouraged to log on once per week to other critical systems to maintain system access. Excepted/full-time and excepted/intermittent employees who expect to be called to duty, or work intermittently during a lapse, may use their government phone, computer, or other devices to check and communicate on their work and furlough status. For example, if an employee is “excepted/intermittent” and possibly re-called to duty should particular events occur, that employee can periodically check their work email to determine if that event has occurred. Staff may not use their government-furnished equipment for non-excepted activities.

Unemployment Insurance (UI) - Furloughed employees (including excepted/full-time and excepted/intermittent) may contact their State or local UI agency to determine their eligibility and the rules governing the receipt of Unemployment Compensation for

Federal Employees during the lapse in appropriation. Note: Employees may be subject to collection of overpayments if they receive both back pay and unemployment compensation for the same periods.

Return to normal operations and work status - Employees should monitor OPM's [website](#) and be prepared to return to work status following the re-opening of the Government, as instructed by OPM. You are directed to return to work your next regularly scheduled workday after a continuing resolution or an appropriation for the Department has been approved, as instructed by OPM, even if you are not directly contacted by the Department. Please contact your supervisor as soon as possible if you have a valid reason why you cannot return to work status as required. As with orderly shutdown, you must conduct orderly restart of operations activities from your assigned duty station.

Checklist for Orderly Shutdown Period

Tasks	Check Box
Complete Orderly Shutdown Activities and Secure Work Material: Notify key contacts and external clients that you will be unavailable due to a lapse in appropriations. Review your calendar and other notifications, and cancel meetings, events, training, travel, and/or other planned activities, as necessary. Secure any work material that contains confidential or sensitive information, including personally identifiable information (PII).	<input type="checkbox"/>
Set Up Out-of-Office Voice and E-mail Message: Reference the Out-of-Office Guide to set up your out-of-office reply on your voicemail (including Government-issued mobile device) and e-mail using the following approved message, or another message specific to your office (e.g., directing inquiries to exempt or excepted full-time staff who will continue to work during a lapse): <i>Thank you for your [e-mail/phone call]. Due to a lapse in funding, certain government activities have been suspended, and I am unable to respond to your message at this time. This [phone number/e-mail account] will not be monitored. As soon as funding is restored, I will return your [call/e-mail]. Thank you for your patience.</i>	<input type="checkbox"/>
Update Main Office Telephone Lines: To ensure the maximum coverage of all potential communications paths into DOL, Agencies are asked to have their managers install the main content of the message below on their primary office telephone numbers (not individual employee phone lines): <i>This [identify the line and its purpose] is temporarily unavailable due to suspension of Federal government services. Please go to OPM's website for the most recent information on the Federal government closings.</i> <i>[OPTIONAL] If you are calling about a life-threatening situation, please hang up and dial 9-1-1. If you are calling about an imminent threat to safety or health, please call [enter a line that is covered in your agency, if applicable].</i>	<input type="checkbox"/>
Prepare Timesheet: Fill out your timesheet, as per the instructions on the DOL's lapse planning page on LaborNet .	<input type="checkbox"/>
Recording Shutdown Time: Please record your time worked to engage in orderly shutdown activities on a separate log. You will be paid for this time after an appropriation is passed.	<input type="checkbox"/>
Print Out Payroll Information: Log into your Employee Personnel Page	<input type="checkbox"/>

Tasks	Check Box
(EPP) on the NFC website and print out your current earnings and leave statement (note that you can “print” to PDF and email documents to yourself). For your latest SF-50, log into your Official Personnel Folder (eOPF), check all files, and print single or double sided to include all files in your eOPF. These documents will facilitate the unemployment claims process, should you file for unemployment.	
<p>Government-furnished Equipment:</p> <ul style="list-style-type: none"> - Staff with an active telework agreement are encouraged to bring their laptops or other government-furnished equipment home. - Staff are encouraged to log in to their DOL computers, DOL email, or other critical systems once per week to ensure system access is maintained. - If you are furloughed, government-furnished equipment should not otherwise be used for non-exceptioned activities. If you are an exceptioned or exempt staff member, after completing applicable orderly shutdown activities you may use your government-furnished devices for exceptioned or exempt activities. - Intermittent staff should also perform exceptioned or exempt activities, as directed. 	<input type="checkbox"/>
<p>Secure Personal Items: Secure all personal items that will be left in your workspace.</p>	<input type="checkbox"/>
<p>Take Steps to Ensure Safety and Sanitation during your Absence: If you are conducting orderly shutdown activities from your DOL office, turn off and unplug electrical equipment such as fans, heaters, etc. Remove food and perishables from your workstation. Remove and/or dispose of all items in office refrigerators.</p>	<input type="checkbox"/>
<p>Confirm Contact Information: Employees are encouraged to voluntarily provide their manager/supervisor with personal contact information to improve communications at the conclusion of the lapse and in the event that an employee needs to be recalled to work on an exceptioned or exempted activity.</p>	<input type="checkbox"/>
<p>Confirm Completion of Orderly Shutdown Activities: Inform your manager/supervisor when you have completed your orderly shutdown activities. Some agencies may schedule all-employee or individual office meetings in order to provide additional information, so please discuss as appropriate with staff and leadership.</p>	<input type="checkbox"/>
<p>Government ID: Always secure your Government PIV card.</p>	<input type="checkbox"/>
<p>Outside Employment: Federal employees are free to accept outside employment but should keep in mind ethics restrictions. For more information, please visit DOL's lapse planning page on LaborNet. Please also note that depending on your state's requirements, any outside employment may affect your eligibility for Unemployment Insurance.</p>	<input type="checkbox"/>
<p>Government Building Access: The Frances Perkins Building will be closed to non-exempt and non-exceptioned employees.</p>	<input type="checkbox"/>