

COUNTY OF ALBEMARLE
PERSONNEL POLICY

§P-66

**COVERAGE DUE TO INCLEMENT WEATHER AND/OR
EMERGENCY**

It is the County's intention to keep County Office Buildings open to the extent possible and provide staff coverage in order to maximize service to the public. ~~It is acknowledged, however, that there are sometimes when~~ coverage will be limited due to ~~circumstances such as~~ inclement weather or other emergencies ~~situations~~. In such instances, the County will strive to staff County facilities to provide necessary County services and to protect the safety of ~~the~~ employees and the public.

PERSONNEL

Building Closure Procedures

1. **Designated Building Closure.** The County Executive/~~designee will~~ determines ~~each period designated for when~~ buildings ~~are~~ closures ~~closed,~~ and may retroactively designate these periods.
2. **Single Location Closures.** ~~In the event there is~~ a situation, ~~such as a power outage, that~~ only impacts certain buildings, ~~such as a power outage,~~ the County Executive/~~designee~~ may ~~limit closures to just~~ close only those locations. Employees whose locations are not impacted ~~would be~~ required to report to ~~and remain at~~ work as scheduled. The County Executive/~~designee~~ may, ~~but is not required to,~~ designate a liberal leave period for employees working at other locations ~~in these situations.~~
3. **General Coverage.** Department heads/~~designees are responsible for~~ ~~arranging must arrange~~ coverage ~~in their departments~~ to ensure ~~the~~ safe and effective operation ~~of the County.~~ During ~~periods of~~ inclement weather or emergency situations, essential personnel may be required to report for work ~~or remain on duty.~~
4. **Liberal Leave.** ~~When conditions warrant, t~~The County Executive/~~designee~~ may designate a liberal leave period due to inclement weather ~~and/or~~ emergency situations ~~for periods~~ when ~~the a~~ building is not closed but employees may be unable to report to work or may need to leave early from work. During ~~these~~ periods, department heads/~~designees~~ should allow staff to take unscheduled leave if their employees feel it necessary, unless coverage requirements cannot otherwise be met. Employees may use ~~applicable~~ accrued leave without prior approval during liberal leave periods. In lieu of taking leave, employees may be allowed to flex time with supervisor approval. Department heads/~~designees also~~ are responsible for monitoring time worked and leave taken to ensure employees are fairly and accurately compensated.

If ~~an employee deemed~~ essential personnel feels ~~he/she is~~ they are unable to report to work, ~~he/she they~~ must use applicable accrued leave or leave without pay. These employees are not eligible for ~~any~~ paid administrative leave provided to non- essential employees for building closures. Essential personnel who are repeatedly unable to work during building closures may be counseled ~~and/or~~ disciplined, as ~~it is an expectation that~~ essential personnel ~~are expected to~~ work during these ~~situations when required by the~~ supervisor periods. Please refer to Policy § P-02, Definition of Employee Status, for more information on essential personnel.

5. **Scheduled Leave.** Leave previously scheduled by an employee which falls on a work day when the employee's regular schedule is impacted by a delayed opening, early closing, or closing should ~~not~~ be adjusted ~~to account for the~~ building closure ~~so that the employee would not be charged for the scheduled~~ leave for such time.
6. **Impact to Work Schedule.** ~~The County expects all e~~ Employees not required to work onsite who are able to work remotely during building closure periods ~~to~~ must do so. Employees should make every good faith effort to continue to work remotely when possible. Employees not able to work remotely during building closure periods should notify their supervisor as soon as possible.

An employee not able to work remotely during building closure periods will be granted paid administrative leave (building closure leave) up to his/her regular schedule for such time missed and will not be required to use accrued leave or take leave without pay. For example, in the event the building is closed due to weather, and the remote-working employee loses electricity, the employee will be granted paid administrative leave for time unable to work within their regularly scheduled hours.

Employees whose schedules are not impacted by a closure will not receive additional leave or compensation. Employees may receive different amounts of paid administrative leave depending on the impact to their individual schedules.

6.7. Working During Building Closures. Essential personnel are expected to work at a site that is impacted by a declared inclement weather event or emergency during building closures. Only those employees required to work onsite should report to a County-operated worksite. Employees ~~will do~~ not receive administrative leave due to building closure at the same time when they are working is being performed. Please refer to Policy § P-61, Staff Schedules, Time Tracking, and Compensation Policy, for information on compensation during building closures.

7.8. Board Authority. The Board ~~reserves the right to~~ may modify the procedures and compensation practices ~~outlined~~ in this policy at any time.