

	<u>P - §12</u>	<u>Policy Name:</u> Coverage Due to Inclement Weather	<u>Approved Date:</u> January 10, 2024
	<u>Prepared By:</u> Human Resources		<u>Adopted Date:</u> March 1, 2019
	<u>Amended Date:</u> March 1, 2019, January 6, 2021		

A. PURPOSE

The purpose of this policy is to facilitate continuity in County operations in the event of inclement weather or other emergencies.

B. DEFINITIONS

Authorized Closing – the period when County operations are officially suspended due to inclement weather, emergencies, or other periods designated by the County.

Essential Personnel – An employee whose job supports the critical infrastructure required to maintain public health and safety of the community.

Inclement Weather – any weather conditions which impact travel, and interrupt businesses.

Liberal Leave - approved unscheduled leave taken during an inclement weather or an emergency event. The type of leave taken will be either annual leave, personal leave, or compensatory time (sick leave cannot be used as liberal leave).

Remote Work – an arrangement where an employee performs work at a site other than an Albemarle County office or County owned location.

C. ROLES AND RESPONSIBILITIES

Employees – Employees are responsible for notifying their supervisors in the event that inclement weather prevents them from reporting to their regularly scheduled worksite, and adhering to all paid leave policies.

Essential Personnel – Are expected to report to their scheduled worksite, regardless of weather conditions or building operation status.

Managers/Supervisors –Must arrange staff coverage to ensure safe and effective County operations. Supervisors are required to ensure that paid leave is taken in accordance with County policy.

Department Head - Department Heads are responsible for developing, maintaining, and executing the Continuity plan for their department.

County Executive Office – responsible for determining whether a delayed opening or closing of the County facilities is necessary due to inclement weather or other emergency events.

D. POLICY

It is the County's policy to keep facilities open to the extent possible and provide staff coverage to maximize service to the public. During inclement weather and other emergency events, the County will staff operations to provide necessary services and to protect the safety of employees and the public.

1. Facility Closures

a. Designated Building Closure

The County Executive determines when buildings are closed and may retroactively designate these periods. If a situation only impacts certain buildings, such as a power outage, the County Executive may close only those locations. Employees whose locations are not impacted are required to report to their worksite as scheduled.

b. Closed for Business

During circumstances when the County is closed for business due to a weather or emergency event, only essential personnel are expected to work.

2. Staff Coverage

Department heads must arrange staff coverage to ensure continued safe and effective operation. During inclement weather or emergency situations, essential personnel may be required to report to their designated worksite.

3. Communication

Every effort is made to make operational decisions as early as practical. As soon as possible following a declaration of impact to County operations from the County Executive or designee, information will be shared with employees using established communication protocols.

4. Liberal Leave

The County Executive may designate a liberal leave period due to inclement weather or emergency situations when a building is not closed but employees may be unable to report to their designated worksite. Employees may use the appropriate accrued leave without prior approval during liberal leave periods.