

COUNTY OF ALBEMARLE
PERSONNEL POLICY

§P-66

**COVERAGE DUE TO INCLEMENT WEATHER OR
EMERGENCY**

It is the County's intention to keep County Office Buildings open to the extent possible and provide staff coverage to maximize service to the public. However, sometimes coverage will be limited due to inclement weather or other emergencies. In such instances, the County strives to staff facilities to provide necessary services and to protect the safety of employees and the public.

PERSONNEL

Building Closure Procedures

1. **Designated Building Closure.** The County Executive determines when buildings are closed and may retroactively designate these periods.
2. **Single Location Closures.** 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 work as scheduled. The County Executive may designate a liberal leave period for employees working at other locations.
3. **General Coverage.** Department heads must arrange coverage to ensure safe and effective operation. During inclement weather or emergency situations, essential personnel may be required to report for work.
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 work or may need to leave early from work. During these periods, department heads should allow staff to take unscheduled leave if their employees feel it necessary, unless coverage requirements cannot otherwise be met. Employees may use 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 are responsible for monitoring time worked and leave taken to ensure employees are fairly and accurately compensated.

If essential personnel feel they are unable to report to work, they must use applicable accrued leave or leave without pay. These employees are not eligible for 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 or disciplined, as essential personnel are expected to work during these 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.
6. **Impact to Work Schedule.** Employees not required to work onsite who are able to work remotely during building closure periods 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.

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. Only those employees required to work onsite should report to a County-operated worksite. Employees do not receive administrative leave due to building closure when they are working. Please refer to Policy § P-61, Staff Schedules, Time Tracking, and Compensation Policy, for information on compensation during building closures.
8. **Board Authority.** The Board may modify the procedures and compensation practices in this policy at any time.

Adopted: February 6, 2019, effective March 1, 2019; January 6, 2021