

# COUNTY OF ALBEMARLE



## MEMORANDUM

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**TO:** All Department Heads

**FROM:** Robert W. Tucker, Jr., County Executive

**DATE:** November 12, 2004

**RE:** **Inclement Weather Policy Reminder**

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With winter weather approaching and the need for potential closings or delays in opening the County Office Building (COB), please review the following information with your staff, as well as the following specific information:

- The Assistant County Executive for Public Safety and Community Development will be responsible for determining whether a delayed opening or closing of the COB is necessary due to inclement weather.
- Emergency related employees will be expected to report to work regardless of the weather. Be sure your employees know whether they are considered "emergency related" or "non-emergency related" employees.
- Notice of delayed openings or closing of the COB may be announced via local radio and television announcements, but please be aware that difficulties with the news media has brought the validity of their announcement into question. In order to provide a mechanism for making sure that employees know whether or not a change has been made to the regular starting time for work, a voice mailbox has been established. This voice mailbox will be kept current and will have the most up-to-date information available as to weather-related delays and closings. The number that all employees should call to ascertain weather-related instructions is **972-4088**.
- Please discuss with your staff whether or not to institute a phone tree for notifications in addition to this weather-related number.

Snow and ice removal will be based on the following priorities:

1. Public parking and travelways around the COB;
2. Employee parking areas and travelways; and
3. Main pedestrian walkways and handicapped ramps.

These priorities may be altered as deemed necessary by the Parks and Recreation Department when considering special events or activities.

In order to address the questions regarding time that has to be made up versus time that does not, the following shall apply:

- (1) **DELAYED OPENING AND/OR EARLY CLOSING**  
Employees will not be required to make up time missed due to weather-related delayed opening or early closing.
- (2) **CLOSED FOR THE ENTIRE DAY**  
Employees will not be required to make up lost time if county offices are closed for the entire day.
- (3) **OPEN AT REGULARLY SCHEDULED TIME**  
Employees who are delayed due to weather conditions on days when the County Office Building is opened at its regular time or who need to leave early due to weather-related concerns when the building remains open until its normal closing time will be expected to account for time missed. Any time missed can be accounted for through either making up the time, using comp time, or using annual leave.
- (4) When an individual is on annual leave, sick leave, etc. during a day that there is a delayed opening, early closing, or complete closing, the time assessed for such leave is not adjusted for the changed schedule. An individual will be charged the full time that they are not at work.

I trust that this will serve to clarify how to handle leave should we experience weather-related incidents this winter and encourage you to feel free to ask questions of your Department Head or the Department of Human Resources should they arise.