

COUNTY OF ALBEMARLE



Administrative Policy **AP-4**

INCLEMENT WEATHER POLICY

Purpose:

The objective of this policy is to establish procedures and guidelines for all county local government employees concerning the potential closings or delays in opening County Office Buildings (COB and COB-5th Street).

Scope:

A. Roles and Responsibilities

- The County Executive's Office 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 have 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 staff whether or not to institute a phone tree for notifications in addition to the weather-related number.

B. Snow/Ice Removal

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

1. Public parking and travelways around the COB and COB-5th;
2. Employee parking areas and travelways; and
3. Main pedestrian walkways and handicapped ramps.

These priorities may be altered as deemed necessary by the Department of General Services when considering special events or activities.

C. Use of Leave During Inclement Weather Incidents

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.

Should additional questions arise on how to handle leave if weather-related incidents occur, it is suggested that these be referred to the Department Head or the Department of Human Resources.

D. Explanation of Policy

It is the responsibility of the department head to review this policy with all new and existing employees.

Adopted:

Revised: November 22, 2006

Robert W. Tucker, Jr.
County Executive

Effective Date: _____