

ADMINISTRATIVE POLICY
Fauquier County, Virginia

Policy Title: Inclement Weather Policy
Policy Number: AP-07

Effective Date: May 14, 2009
Supersedes Policy dated: November 20, 2008

I. PURPOSE

It is the objective of Fauquier County Administration to establish procedures for emergency closings and delayed openings of Fauquier County General Government facilities.

II. SCOPE

This policy applies to all employees.

III. DEFINITIONS

Designated Emergency Staff: Employees whose positions that have been identified by their Department Heads/Constitutional Officers as essential to department operations during emergencies. Designated emergency staff is required to work during authorized closings. Emergency staff shall include, but not be limited to, Fauquier County Sheriff Office sworn personnel, Department of Fire and Emergency Services operation personnel, and Warrenton-Fauquier Joint Communications Center staff.

Essential Personnel. Essential personnel report to their place of duty when operational necessity indicates. The Department Heads of the following departments have the authority to determine which positions should be deemed essential as needed: General Services, Parks and Recreation, and Environmental Services. The Department Heads for these departments will provide the Human Resources Director a listing of these positions annually.

This policy does not apply to Fauquier County Circuit Court and Circuit Court Clerk's Office employees. Court closures shall be directed by the Fauquier County Circuit Court Judge, or designee.

IV. PROCEDURES

A. Contacts

In the event government offices are opened to the public on a delayed schedule or closed due to inclement weather, employees may access information as follows:

1. messages shall be broadcast on radio and television stations (see Addendum A for listing);
2. a recorded phone message shall be available by calling 540-347-8600;
3. employees may access information through a link on the general government home page (<http://www.fauquiercounty.gov>);
4. employees may register to receive an e-Alert to their cellular phones and/or personal computers.

B. Office Closings

1. When offices are to be closed, media announcements shall be made.
2. Employees shall not be expected to report to work.
3. Designated emergency staff shall be expected to report as scheduled.
4. Employees scheduled to be on leave on an office closing day shall be charged leave for that day.

C. Offices Open Or Delayed Opening

1. When offices open at the regular time, no media announcements shall be made.
2. When offices will open on a delayed schedule, media announcements shall be made.
3. Employees who must arrive to work later than the designated opening time as a result of inclement weather shall be expected to inform their supervisors.
4. Department Heads/Constitutional Officers may approve the reasonable use of annual leave or compensatory time if employees must arrive late due to inclement weather.
5. Employees scheduled to be on leave on the day of a delayed opening shall be charged a full day of leave for that day.

D. Early Closings

1. In the event of an early closing, the County Administrator/designee shall notify employees via the e-Alert and “DL-Staff” email functions.
2. Department Heads/Constitutional Officers shall be responsible for implementing and executing a departmental communication plan to ensure that those staff members without access to e-mail are notified of the early closing in a timely manner.
3. Employees shall leave work at the regular time unless approval for early release is received by the appropriate supervisor.
4. Employees scheduled to be on leave on the day of an early closing shall be charged a full day of leave for that day.

E. Pay Provisions

1. Designated emergency employees required to work beyond their regular work schedule during a Declaration of an Inclement Weather Condition shall receive such compensation for hours actually worked as is provided in their respective Human Resources Policies.
2. Designated emergency employees required to work during a Declaration of an Inclement Weather Condition shall not be entitled to additional pay except as provided for in Section E.1 above.

Addendum A

In the event government offices are opened on a delayed schedule or closed due to inclement weather, messages will be broadcast on the following radio and television stations:

Radio:

WTOP: 103.5 FM and 820 AM
WINC: 92.5 FM

Television:

WRC-TV: CHANNEL 4
WJLA-TV: CHANNEL 7
WUSA-TV: CHANNEL 9

A separate message will be broadcast announcing a delayed schedule or closure of the Fauquier County Circuit Court and Fauquier County Circuit Court Clerk's Office on the following radio and television stations:

Radio:

WTOP: 103.5 FM and 820 AM
WINC: 92.5 FM

Television:

WRC-TV: CHANNEL 4
WJLA-TV: CHANNEL 7
WUSA-TV: CHANNEL 9