

COVERAGE OF SCHOOLS DUE TO WEATHER AND/OR EMERGENCY

It is the intention of the Board and its Superintendent/Designee to provide staff coverage in all school division buildings in order to maximize service to the citizens of the County. It is acknowledged; however, that there are times when coverage will be limited due to circumstances such as inclement weather or other emergency situations. In such instances, the Superintendent/Designee will strive to staff the school division buildings ~~s~~-in order to provide necessary access by the public and to protect the safety of the employees and students.

Adopted: July 1, 1993
Amended: December 8, 1997; December 1, 2011
Reviewed: July 8, 2004

PROCEDURE FOR COMPLIANCE - COVERAGE OF SCHOOLS

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| I. | <p>A. General Coverage. During regular working days for the School Division, pPrincipals and department heads are responsible for arranging coverage in their schools and departments <u>s to ensure the safe and effective operation of the Division.s.</u> <u>During periods of inclement weather or emergency situations, certain staff members may be required to report for work or remain on duty.</u> Vacation schedules should be coordinated to ensure adequate coverage for normal operations. Regular coverage is not expected on days designated, on an annual basis, as Division holidays.</p> |
| II. | <p>Liberal Leave. Principals and department heads should allow staff to take unscheduled leave during emergency situations, such as inclement weather, regardless of School Division closing or delay decisions, if their employees should feel it necessary. and it does not cause a hardship to the operation of the school or department. <u>Any employee who does not report at the designated time or leaves prior to employees being released, will have to account for missed work time, using leave or taking leave without pay in accordance with Albemarle County Public Schools Leave Policy GCC and the Fair Labor Standards Act. When available, compensatory leave time and annual leave must be exhausted prior to sick/personal leave or leave without pay being used for this purpose.</u> Principals and department heads may set school/department specific limits per school year on the amount of leave employees may take for liberal leave purposes. <u>Principal and department heads</u> They also are responsible for monitoring time worked and leave taken to ensure employees are fairly and accurately compensated.</p> <p><u>An employee who repeatedly is unable to work when needed, may be subject to disciplinary action for attendance. Supervisors should clearly communicate expectations to employees prior to leave being requested. Expectations for attendance during inclement weather or emergency situations may be based on job position and vary within the department or school and situation.</u></p> |
| III. | <p>Canceled Make-Up Days. The School Board may determine that a specified number of missed days do not have to be made up by students and/or staff. <u>Decisions to cancel make-up time for staff will be determined based on the number of days missed and the availability of work.</u></p> |
| IV. | <p>Scheduled Leave. <u>Leave previously scheduled by an employee which falls on a work day when the employee's regular schedule is impacted by a delay, early closing, or closing, should be adjusted to account for the delay, early closing, or closing so that the employee would not be charged for the scheduled leave for such time.</u></p> |
| V. | <p>Impact to Work Schedule. <u>Employees are required to account for the number of work days established for their positions unless the days have been excused by the Division. Inclement weather leave is granted for safety reasons and is not intended as a right or employee benefit. Employees, whose regular schedules are not impacted by the delay, early closing, or closing, are not granted additional leave or compensation. However, if the employee is instructed by the Division not to report for work during periods of inclement weather or emergency, any regular employee whose scheduled is impacted will receive paid leave time for such time missed if the time is not made up as a Division at a later date.</u></p> |
| VI. | <p>Working During Closings. <u>Non-exempt personnel will not receive additional compensation pay or time for time worked when not required to report for work unless supervisor approval for the work has been gained in advance. This applies only to staff not expected to work during a closing.</u></p> |

I. ~~Work Hours~~ — ~~The hours an employee works during a standard workday. When work hours are changed due to inclement weather or emergency resulting in a late opening or an early closing, any employee who does not report at the designated time or leaves prior to being released, will have to account for missed work time, using leave or taking leave without pay. The principal or supervisor will be responsible for monitoring this leave.~~

II. ~~Definitions~~
III. VII. ~~B. Definitions~~ Key Terms:

A. 12-Month Early Release – The Superintendent or designee determines that inclement weather or other emergency conditions warrant the early closing of school offices and departments and the early release of 12-Month employees, unless otherwise directed by the supervisor.

B. 12-Month Do Not Report – The Superintendent or designee determines that inclement weather or other emergency conditions warrant closing schools, school offices, and departments for the entire day; 12-Month employees should not report for work unless otherwise directed by the supervisor.

C. 12-Month Late Start – The Superintendent or designee determines that inclement weather or other emergency conditions warrant a later opening for school offices and departments instead of the normal starting time; 12-Month employees will have a delayed starting time unless otherwise directed by the supervisor.

D. 12-Month Regular Schedule – The Superintendent or designee determines that conditions warrant 12-Month staff to report as normally scheduled.

E. Essential Personnel – Certain personnel, as defined in their job descriptions (i.e. custodians and other Building Services personnel), ~~who~~ may be required to report to their job sites during emergency situations, such as inclement weather. Supervisors should ensure that essential employees are aware of this fact and their appropriate reporting schedules for different situations. Employees uncertain as to whether they are essential personnel should seek clarification from their supervisors. If an essential personnel employee is not required to report to work for the emergency, he or she should follow the reporting procedures for non-essential personnel on that day unless otherwise directed by the supervisor.

Non-exempt essential personnel who report for emergency/inclement weather duty when required will receive their regular rate of pay for the actual time worked. They will also receive straight pay equal to the time granted for non-essential personnel in their matrix classifications. This time, on a daily basis, is not to exceed the employee's established regular number of hours per day worked. Any time worked in excess of 40 hours per week will be paid in accordance with the FLSA and County policy.

In the event an essential personnel employee feels he/she is unable to report to work when required, the following guidelines apply. No leave would be charged if non-essential personnel in the same classification have been granted leave and only that amount of time is taken; leave or leave without pay would be taken otherwise. However, an essential personnel employee who repeatedly does not report for work in inclement weather or emergency situations may be subject to disciplinary action for poor attendance, as it is an expectation of the job for which he/she was hired.

F. Matrix Classification – For the purposes of this policy, this refers to the number of months an employee is assigned to work in his or her position. This will be 10, 11, or 12. Employees may seek clarification from their supervisors or Human Resources if unsure. The following matrix for inclement weather reporting is grouped by months worked, essential personnel, and self-sustaining programs.

G. Make-up Day – Days when staff are required to report to work to make up for missed time.

H. Make-up Time/~~work~~ Work – When work is missed due to inclement weather or emergency situations, make-up work~~Work that~~ may be required and is to be performed during the week the work is missed, on a day when a school day is made up, on another day agreed upon by the supervisor, or at the end of the school year after students have finished classes. Contracted staff may be responsible for working the number of contracted days. Non-exempt staff may also be responsible for making-up any missed time. Any employee who does not make up any time required, must use leave time or leave without pay.

~~A.I. Schools – For the purposes of this policy, “Schools” refers to student attendance in the school buildings. Includes school building employees and also all other departmental employees of the Division.~~

~~J. Schools Closed – The Superintendent or designee determines that the inclement weather or other emergency conditions warrant the closing of the school for the entire school day. The missed day may be made up on a scheduled make-up day or, at the School Board’s discretion, the day may not be required to be made-up for students.~~

~~K. Schools Early Closing – The Superintendent or designee determines that inclement weather or other emergency conditions warrant the early closing of schools and releasing of students prior to the normal end of the day.~~

~~L. Schools Late Opening – The Superintendent or designee determines that inclement weather or other emergency conditions warrant a later opening time for schools instead of the normal start of the school day.~~

~~M. Self-Sustaining Programs – These programs generate the income necessary for their operation. Employees working for self-sustaining programs will follow the procedures as outlined in the Matrix. Supervisors should clearly communicate reporting procedures to employees, as they may vary depending on circumstances. Employees who miss time when required to work will be required to take leave or leave without pay and may be subject to disciplinary action for poor attendance. Some self-sustaining program employees may be required to report for work on a regular or modified schedule when schools and/or departments are closed.~~

~~Schools Early Closing – The Superintendent or designee determines that inclement weather or other emergency conditions warrant the early closing of schools and releasing of students prior to the normal end of the day.~~

~~B. –~~

~~C. County Office Building (COB) Early Closing – The County Executive or designee determines that inclement weather or other emergency conditions warrant the early closing of the County Office Buildings. The School Division will also have been monitoring conditions.~~

~~D. –~~

~~Schools Late Opening – The Superintendent or designee determines that inclement weather or other emergency conditions warrant a later opening time for schools instead of the normal start of the school day. Normally either a one or two hour delay.~~

~~County Office Building (COB) Late Opening – The County Executive or designee determines that inclement weather or other emergency conditions warrant a later opening for the County Office Buildings instead of the normal start time. Normally either a one or two hour delay. The Schools will also open on a delayed schedule or be closed as determined by the Superintendent or designee.~~

~~E. Schools Closed – The Superintendent or designee determines that the inclement weather or other emergency conditions warrant the closing of the school for the entire~~

~~F. –~~

~~G. –~~

~~H. school day. The missed day may be made up on a scheduled make-up day or, at the School Board’s discretion, the day may not be required to be made up for students.~~

~~County Office Building (COB) Closed—The County Executive or designee determines that inclement weather or other emergency conditions warrant closing the County Office Buildings for the entire day. The schools will also be closed on such a day.~~

~~Canceled Make Up Days—Missed school days the School Board determines do not have to be made up. Should the School Board decide to cancel make-up school days, the guidelines in this policy will only be in effect for the first four days. Beyond four days, the Superintendent will decide on accountability for the additional missed days.~~

~~Scheduled Leave—Leave previously scheduled by an employee which fall on a school day that is delayed, closed, ended early. Any previously scheduled leave will be adjusted to account for a delay, early closing or closing of the COB so that the employee will not be charged for the scheduled leave for such time.~~

~~Work Hours—The hours an employee works during a standard workday. When work hours are changed due to inclement weather or emergency resulting in a late opening or an early closing, any employee who does not report at the designated time or leaves prior to being released, will have to account for missed work time, using leave or taking leave without pay. The principal or supervisor will be responsible for monitoring this leave.~~

~~I. Self-Sustaining Programs—Those programs which generate the income necessary for their operation. Employees working for self-sustaining programs will follow the procedures as outlined in Matrix D unless notified by the supervisor. For any days not made up as stated in #10, Canceled Make Up Days, self-sustaining programs will be financially responsible for the last two of the four days. Beyond four days, the Superintendent will decide on accountability for the additional missed days.~~

~~IV. School Board Authority. The Board has the right to modify procedures and compensation practices outlined in this policy at any time. Employees may be responsible for accounting for lost time, contrary to the matrix, at the Board's discretion.~~

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~~XVIII.~~ ~~IX.~~ **C. Procedures.** In cases of inclement ~~weather~~ weather or other emergency situations, the following ~~guidelines matrix~~ will be used for employees to determine work protocols and responsibility for make-up work. In the event of other emergency situations, the Superintendent or designee may give other reporting directions as deemed appropriate.:

Matrix of Staff Coverage - A			
Employee Type	Schools or Central Office Status	Protocol	Make-up Time/Pay
Exempt and Non-Exempt 10- and 11-Month Staff* on Instructional Calendar (Teachers, home school coordinators, psychologists, etc.) <u>OAs, TA's, bus drivers, etc.)</u> <u>*Employees in Self-Sustaining Programs will follow Matrix D</u>	Schools Early Closing, COB-Open <u>12 Mo Regular Schedule</u>	Released by principal or supervisor.	No time to make up; <u>compensated for entire day.</u>
	Schools Early Closing, COB-Early Closing <u>12 Mo Early Release</u>	Released by principal or supervisor.	<u>No time to make up; compensated for entire day.</u> No time to make up.
	Schools Late Opening, COB-Open On Time <u>12 Mo Regular Schedule</u>	Report at delayed start time <u>for position or regular start time, whichever is later.</u>	<u>No time to make up; compensated for entire day.</u> No time to make up.
	Schools Late Opening, COB-Late Opening <u>12 Mo Late Start</u>	Report at delayed start time <u>for position or regular start time, whichever is later.</u>	<u>No time to make up; compensated for entire day.</u> No time to make up.
	Schools Closed, COB-Open <u>12 Mo Regular Schedule</u>	Do not report for work, will make up day when school day is rescheduled.	<u>Time will be made up when school day is rescheduled; compensated for all days unless otherwise directed by School Board.</u> Time will be made up when school day is rescheduled. Should the School Board decide to cancel make-up school days, exempt 10- and 11-month staff may have to work contracted days.
	Schools Closed, <u>12 Mo Late Start</u> COB-Closed	Do not report for work, will make up day when school day is rescheduled.	<u>Time will be made up when school day is rescheduled; compensated for all days unless otherwise directed by School Board.</u> Should the School Board decide to cancel make-up school days, exempt 10- and 11-month staff may have to work contracted days.

	<u>Schools Closed, 12 Mo Early Release</u>	<u>Do not report for work</u>	<u>Time will be made up when school day is rescheduled; compensated for all days unless otherwise directed by School Board</u>
	<u>Schools Closed, 12 Mo Do Not Report</u>	<u>Do not report for work</u>	<u>Time will be made up when school day is rescheduled; compensated for all days unless otherwise directed by School Board</u>

Matrix of Staff Coverage – B				
	Employee Type	Schools and Central Office Status	Protocol	Make-up Time/Pay
	Non-Exempt 10 and 11- Month Classified Staff* on Instructional Calendar (TAs, Bus Drivers, Workers, etc.) <u>Essential Personnel required to report in for current conditions</u>	Any inclement weather or emergency situation Schools Early Closing COB-Open	Report as directed by supervisor Released by principal or supervisor.	No time to make up unless liberal leave taken; compensated as essential personnel for time worked If there is work available, then the time will be made up. If there is no make-up work available, then employees will not be expected to account for lost time and will receive payment for missed time.
	*Employees in Self Sustaining Programs Will Follow Matrix D			
	<u>Essential Personnel not needed for current conditions</u>	<u>Any inclement weather or emergency situation</u>	<u>Follow instructions for non-essential personnel for classification unless otherwise directed by supervisor</u>	<u>No time to make up; compensated for entire day</u>

Matrix of Staff Coverage - C			
Employee Type	Schools or Central Office Status	Protocol	Make-up Time/Pay
Exempt and Non-Exempt 12-Month Staff* (Administrators, OAs, COB Staff, Custodians, Maintenance staff, etc.) <u>*Employees in Self-Sustaining Programs will follow Matrix D</u>	<u>Schools Early Closing,</u> <u>12 Mo Regular Schedule</u> Schools Early Closing COB Open	Released by principal or supervisor. Essential personnel may be expected to stay or report for the evening shift. <u>Regular schedule in effect</u>	No time to make up unless other arrangements are made. <u>liberal leave taken</u>
	<u>Schools Early Closing,</u> <u>12 Mo Early Release</u> Schools Early Closing COB Early Closing	Released by principal or supervisor. Essential personnel may be expected to stay or report for the evening shift.	<u>No time to make up; compensated for entire day</u> No time to make up.
	<u>Schools Late Opening,</u> <u>12 Mo Regular Schedule</u> Schools Late Opening COB Open On Time	Report to work at regular start time. <u>Regular schedule in effect</u>	No time to make up unless other arrangements are made. <u>liberal leave taken</u>
	<u>Schools Late Opening,</u> <u>12 Mo Late Start</u> Schools Late Opening COB Opening Late	Report for work at time the COB opens or regular start time whichever is later. <u>Report at the delayed start time for position or regular start time, whichever is later</u> Essential personnel and self-sustaining employees may be expected to report at a different start time.	<u>No time to make up; compensated for entire day</u> No time to make up.
	<u>Schools Closed,</u> <u>12 Mo Regular Schedule</u> Schools Closed COB Open	Report to work at regular start time. If a grace period is announced, it applies to all School Board employees. No leave will be charged during the time	If reporting to work, no time to make up. If not reporting to work, then some form of leave will need to be taken to account for missed day. <u>No time to make up unless liberal leave taken</u>

		<u>allocated as the grace period. Regular schedule in effect</u>	
	<u>Schools Closed, 12 Mo Late Start</u> Schools Closed — COB Closed	<u>Report at the delayed start time for position or regular start time, whichever is later. Essential personnel may be expected to report. Non-essential personnel do not report for work.</u>	<u>No time to make up; compensated for entire day.</u> No time to make up.
	<u>Schools Closed, 12 Mo Early Release</u>	<u>Released by principal or supervisor</u>	<u>No time to make up; compensated for entire day</u>
	<u>Schools Closed, 12 Mo Do Not Report</u>	<u>Do not report for work</u>	<u>No time to make up; compensated for entire day</u>

Matrix of Staff Coverage – D Self-Sustaining Programs			
Employee Type	Schools and Central Office Status	Protocol	Make-up Time/Pay
Non-Exempt and Exempt 10, 11, - and 112-Month Classified Staff on Instructional Calendar (Child Nutrition, After School Programs, EDEP,	<u>Schools Early Closing, 12 Mo Regular Schedule</u> Schools Early Closing COB Open	Released by principal or supervisor.	If there is work available, then the time will be made up. If the employee chooses not to do the makeup work then the time missed could be charged as leave without pay. If there is no make-up work available, then employees may be expected to account for lost time (take leave). <u>No time to make up unless liberal leave taken</u>

etc.)

<u>Schools Early Closing,</u> <u>12 Mo Early Release</u> <u>Schools Early Closing</u> <u>COB Early Closing</u>	<u>Released by supervisor</u> Released by principal or supervisor.	No time to make up for any lost time. <u>No time to make up unless liberal leave taken</u>
<u>Schools Late Opening,</u> <u>12 Mo Regular Schedule</u> <u>Schools Late Opening</u> <u>COB Open On-Time</u>	Report at regular start time unless <u>otherwise</u> notified by principal or supervisor.	<u>No time to make up unless liberal leave taken</u> If an employee does not report at start time then the employees will be expected to account for lost time (take leave).
<u>Schools Late Opening,</u> <u>12 Mo Late Start</u> <u>Schools Late Opening</u> <u>COB Opening Late</u>	Report at regular start time unless <u>otherwise</u> notified by principal or supervisor.	<u>No time to make up unless liberal leave taken</u> No time to make up for any lost time.
<u>Schools Closed,</u> <u>12 Mo Regular Schedule</u> <u>Schools Closed</u> <u>COB Open</u>	Do not report for work. <u>Report if directed by supervisor</u>	<u>Time will be made up when school day is rescheduled; compensated for all days unless otherwise directed by School Board. No time to make up unless liberal leave taken</u> Time will be made up when school day is rescheduled. Should the School Board decide to cancel make-up school days, if there is work available, then the time will be made up. If there is no make-up work available, then the employees will be expected to account for lost time (take leave).
<u>Schools Closed,</u> <u>12 Mo Late Start</u> <u>Schools Closed</u> <u>COB Closed</u>	<u>Report if directed by supervisor</u> Do not report for work.	<u>Time will be made up when school day is rescheduled; compensated for all days unless otherwise directed by School Board. No time to make up unless liberal leave taken</u> Time will be made up when school day is rescheduled. Should the School Board decide to cancel make-up school days, if there is work available, then the time will be made up. If the employee chooses not to do the makeup work then the time missed could be charged as leave without pay. If there is no make-up work available, then the employees will not be expected to account for lost time and receive payment for lost time.

	<u>Schools Closed, 12 Mo Early Release</u>	<u>Report if directed by supervisor and/or released by supervisor</u>	<u>Time will be made up when school day is rescheduled; compensated for all days unless otherwise directed by School Board. No time to make up unless liberal leave taken</u>
	<u>Schools Closed, 12 Mo Do Not Report</u>	<u>Do not report unless directed by supervisor</u>	<u>Time will be made up when school day is rescheduled; compensated for all days unless otherwise directed by School Board</u>

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GCA, Personnel- Definitions