
EMERGENCY CLOSING

PURPOSE

Provides guidelines for compensating employees for absences during emergency closings of agency operations.

EMERGENCY CONDITIONS

Circumstances that require emergency closings to include inclement weather, utility failure, fire or other forced evacuations from the agency or work site.

DETERMINATION OF AUTHORIZED CLOSINGS

A state agency's operations may be closed for specific periods of time when determined by the appropriate authority to be necessary. Closings inside and outside the Richmond area, whether for an entire shift or a partial shift, are handled as follows.

RICHMOND CITY, CHESTERFIELD, HANOVER, AND HENRICO COUNTIES

Administrative agencies, - The Governor or his/her designee shall make closing decisions about the daytime hours of administrative agencies when conditions affect more than one administrative agency. The Department of Human Resource Management (DHRM) will announce the Governor's decisions about authorized daytime closings of administrative offices through television and radio stations.

NOTE: Individual agency heads or their designees shall make closing decisions when emergency conditions affect that agency only.

NON- DESIGNATED EMPLOYEES

Non-designated employees are those who are not required to work during an authorized closing because their positions have not been designated as essential

during emergency conditions.

**FULL SHIFT CLOSING
COMPENSATION**

A non-designated employee will be paid for the hours that he/she was scheduled to work during an authorized closing, if he/she worked or took paid leave the day before and the day after the authorized closing.

Pre-approved leave with pay - A non-designated employee who is on pre-approved leave with pay when an authorized closing occurs will have the time charged to the authorized closing and not to personal leave balances.

Short-term Disability - A non-designated employee who is on short-term disability under VSDP will continue to receive his/her percentage of compensation based on the benefits provided under VSDP.

BEGIN DATE

Scheduled begin date - When a non-designated employee is scheduled to begin work on an authorized closing day, he/she will receive pay for that day if he/she works the entire day following the authorized closing.

NOTE: For health insurance purposes, if the employee begins work on the first work day after an authorized closing that occurred on the first work day of the month, his/her coverage will be effective for the month.

**RESIGNATION/ SEPARATION
DATE**

Scheduled resignation - When an employee's scheduled resignation date becomes an authorized closing for the entire shift, the employee will be paid for that day if he/she worked or was on paid leave the day before the authorized closing.

**ALTERNATE WORK
SCHEDULE**

An agency head has discretion to determine whether an employee on an alternate work schedule who was scheduled to work more than eight hours on an authorized closing day will be paid for the eight hours of authorized closing or for the scheduled hours.

When an employee on an alternate work schedule is

scheduled to work less than eight hours on an eight-hour, authorized closing day, he/she will be paid for hours actually scheduled.

PARTIAL SHIFT CLOSING COMPENSATION

A non-designated employee will be paid for the hours that he/she was scheduled to work during an authorized closing if he/she worked or took paid leave the day before and the day after the authorized closing.

Any scheduled hours not worked by a non-designated employee while the agency was open must be charged to personal leave or leave without pay.

NOTE: When road conditions and transportation difficulties cause a non-designated employee to arrive late, the agency head or designee may determine that the tardiness was justified. In such cases, the lost time will not be charged to the employee's leave balances or to leave without pay.

Pre-approved leave with pay - When a non-designated employee is on pre-approved leave during a partial shift closing, the hours of the authorized closing will not be charged to his/her leave balances or to leave without pay

Failed to hear closing announcement - When a non-designated employee reports to work as usual because he/she has not heard an authorized closing announcement, he/she shall be paid the regular rate of pay for the time worked but shall not be credited with compensatory leave for any time worked during the authorized closing.

NOTE: If an agency head or designee determines that extenuating circumstances warrant that an employee receives compensatory leave, it may be granted.

SPECIAL CLOSINGS

During holidays when state offices are closed and the VCCS System Office observes a normal work day, if there is inclement weather we will follow J. Sargeant Reynolds Community College's schedule. That is, if J. Sargeant Reynolds is closed due to inclement weather then we will be closed. If J. Sargeant Reynolds has a delayed opening due to inclement weather then the System Office will observe the same delayed opening.