

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 in order to provide necessary access by the public and to protect the safety of the employees and students.

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PROCEDURE FOR COMPLIANCE - COVERAGE OF SCHOOLS

- I. **General Coverage.** Principals and department heads are responsible for arranging coverage in their schools and departments to ensure the safe and effective operation of the Division. During periods of inclement weather or emergency situations, certain staff members may be required to report for work or remain on duty.
- II. **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. 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. Principal and department heads also are responsible for monitoring time worked and leave taken to ensure employees are fairly and accurately compensated.
- III. **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. Decisions to cancel make-up time for staff will be determined based on the number of days missed and the availability of work.
- IV. **Scheduled Leave.** 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.
- V. **Impact to Work Schedule.** 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.
- VI. **Working During Closings.** 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.
- VII. **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), 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. 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.

- 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 – When work is missed due to inclement weather or emergency situations, make-up work 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.
- I. Schools – For the purposes of this policy, “Schools” refers to student attendance in the school buildings.
- 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. 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.

VIII. 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.

IX. Procedures. In cases of inclement weather, the following 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	Status	Protocol	Make-up Time/Pay
<p>Exempt and Non-Exempt 10- and 11-Month Staff* on Instructional Calendar (Teachers, home school coordinators, psychologists, OAs, TA's, bus drivers, etc.)</p> <p>*Employees in Self-Sustaining Programs will follow Matrix D</p>	Schools Early Closing, 12 Mo Regular Schedule	Released by principal or supervisor	No time to make up; compensated for entire day
	Schools Early Closing, 12 Mo Early Release	Released by principal or supervisor	No time to make up; compensated for entire day
	Schools Late Opening, 12 Mo Regular Schedule	Report at delayed start time for position or regular start time, whichever is later	No time to make up; compensated for entire day
	Schools Late Opening, 12 Mo Late Start	Report at delayed start time for position or regular start time, whichever is later	No time to make up; compensated for entire day
	Schools Closed, 12 Mo Regular Schedule	Do not report for work	Time will be made up when school day is rescheduled; compensated for all days unless otherwise directed by School Board
	Schools Closed, 12 Mo Late Start	Do not report for work	Time will be made up when school day is rescheduled; compensated for all days unless otherwise directed by School Board
	Schools Closed, 12 Mo Early Release	Do not report for work	Time will be made up when school day is rescheduled; compensated for all days unless otherwise directed by School Board
	Schools Closed, 12 Mo Do Not Report	Do not report for work	Time will be made up when school day is rescheduled; compensated for all days unless otherwise directed by School Board

Matrix of Staff Coverage – B			
Employee Type	Status	Protocol	Make-up Time/Pay
Essential Personnel required to report in for current conditions	Any inclement weather or emergency situation	Report as directed by supervisor	No time to make up unless liberal leave taken; compensated as essential personnel for time worked
Essential Personnel not needed for current conditions	Any inclement weather or emergency situation	Follow instructions for non-essential personnel for classification unless otherwise directed by supervisor	No time to make up; compensated for entire day

Matrix of Staff Coverage - C			
Employee Type	Status	Protocol	Make-up Time/Pay
Exempt and Non-Exempt 12-Month Staff* (Administrators, OAs, COB Staff, Custodians, Maintenance staff, etc.) *Employees in Self-Sustaining Programs will follow Matrix D	Schools Early Closing, 12 Mo Regular Schedule	Regular schedule in effect	No time to make up unless liberal leave taken
	Schools Early Closing, 12 Mo Early Release	Released by principal or supervisor	No time to make up; compensated for entire day
	Schools Late Opening, 12 Mo Regular Schedule	Regular schedule in effect	No time to make up unless liberal leave taken
	Schools Late Opening, 12 Mo Late Start	Report at the delayed start time for position or regular start time, whichever is later	No time to make up; compensated for entire day
	Schools Closed, 12 Mo Regular Schedule	Regular schedule in effect	No time to make up unless liberal leave taken
	Schools Closed, 12 Mo Late Start	Report at the delayed start time for position or regular start time, whichever is later	No time to make up; compensated for entire day
	Schools Closed, 12 Mo Early Release	Released by principal or supervisor	No time to make up; compensated for entire day
	Schools Closed, 12 Mo Do Not Report	Do not report for work	No time to make up; compensated for entire day

Matrix of Staff Coverage – D Self-Sustaining Programs			
Employee Type	Status	Protocol	Make-up Time/Pay
Non-Exempt and Exempt 10, 11, and 12-Month Classified Staff (Child Nutrition, EDEP, etc.)	Schools Early Closing, 12 Mo Regular Schedule	Released by supervisor	No time to make up unless liberal leave taken
	Schools Early Closing, 12 Mo Early Release	Released by supervisor	No time to make up unless liberal leave taken
	Schools Late Opening, 12 Mo Regular Schedule	Report at regular start time unless otherwise notified by supervisor	No time to make up unless liberal leave taken
	Schools Late Opening, 12 Mo Late Start	Report at regular start time unless otherwise notified by supervisor	No time to make up unless liberal leave taken
	Schools Closed, 12 Mo Regular Schedule	Report if directed by supervisor	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
	Schools Closed, 12 Mo Late Start	Report if directed by supervisor	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
	Schools Closed, 12 Mo Early Release	Report if directed by supervisor and/or released by supervisor	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
	Schools Closed, 12 Mo Do Not Report	Do not report unless directed by supervisor	Time will be made up when school day is rescheduled; compensated for all days unless otherwise directed by School Board

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