

**TOWN OF VIENNA, VIRGINIA
ADMINISTRATIVE REGULATIONS**

Subject: INCLEMENT WEATHER / UNFORESEEN EMERGENCY CONDITIONS	<u>Regulation No:</u> 2.10	<u>Effective Date:</u> December 8, 2014
	Supersedes: 8/22/11, 6/1/12	

I. PURPOSE

In the event of current or anticipated inclement weather, it is the intention of the Town Manager to maintain Town operations to the extent that prudence and safety will permit. Employees are expected to conform to established work schedules and rules, except as authorized by management.

This policy may also apply to those events which make it hazardous to get to work or delay departure from work, breakdowns in equipment or conditions which make it unsanitary or unsafe for employees to be at work.

II. POLICY

A. When extreme inclement weather or other emergencies occur, the Town Manager or his/her designee may announce one of the following types of leave:

1. **Liberal Leave:** When it is deemed advisable to provide employees flexibility regarding reporting to, or remaining at, work due to inclement weather or other emergency, the Town Manager may announce that Liberal Leave is in place. Liberal Leave is pre-approved, unscheduled, leave for non-essential Town employees. Liberal Leave does not apply to those designated as essential personnel. Liberal Leave is intended for use by an employee who is unable to come in to work or must leave work early because of the inclement weather conditions. Employees must notify their supervisors about their decision to use Liberal Leave at least one hour before their regular start time or time of unscheduled departure, whenever possible. Employees may only use annual leave, compensatory leave, or leave without pay for this purpose. Such leave is authorized only for the period of time designated by the Town Manager or his/her designee.
2. **Emergency Administrative Leave (EAL):** The Town Manager may determine that it is necessary to close the Town government for business due to extreme inclement weather or other emergency. By establishing Emergency Administrative Leave, the Town Manager authorizes all employees, except those designated as essential personnel, to remain home from work or to leave work early without the use of personal leave or leave without pay. In other words, the time which would otherwise be considered part of the shift, would be paid as if worked. Supervisors will determine the status of their staff – whether essential

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or non-essential – and will ensure that non-essential staff leaves the work area when EAL is established. Such leave shall be limited to the time periods designated by the Town Manager or his/her designee. Emergency Administrative Leave hours are not considered productive hours in determining eligibility for overtime pay.

B. Essential Personnel Must Report for Duty

1. When EAL for inclement weather is established or whenever an emergency is announced where essential personnel are needed, essential personnel must report to work.
2. Essential personnel are those employees designated by the department head or designee, who due to the nature of the emergency which has occurred, must report to work to ensure that public health and safety needs or critical departmental requirements are met.
3. Annually, department heads will identify essential personnel positions and will report those to the Emergency Operations Coordinator (Police Chief) and the Town Manager.

C. Pay for Essential Employees

1. During a period of such EAL for non-essential employees, essential employees shall receive additional compensation in accordance with the following:
 - a. When the Town of Vienna government is closed by the Town Manager and non-essential employees are granted EAL, employees required to perform essential functions during the inclement weather event shall be compensated as follows:
 - (1) Fair Labor Standards Act (FLSA) non-exempt essential employees shall, at the employee's discretion, be granted compensatory time or be paid at the employee's regular hourly rate of pay for the remainder of the equivalent hours that the Town is closed for business. During this period, any time worked by an employee shall also be paid at the employee's regular rate; time that includes overtime shall be compensated pursuant to the rules of the FLSA.

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(2) FLSA-exempt essential employees shall be granted compensatory time for the number of hours that the employee worked for the inclement weather event itself.

(3) Part-time and temporary workers are not considered essential. Part-time and temporary workers will be paid like non-essential workers under the guidelines outlined in Paragraph A. above if they were scheduled to work during the affected time period. Part-time and temporary workers will not be paid if they are not normally scheduled to work during the inclement weather event.

2. When an emergency is announced at a time other than during business hours (when no Emergency Administrative Leave is declared), FLSA rules will always apply for essential employee pay purposes.

D. Shift and Work Assignments during Emergency Event

1. When the Town Manager announces an emergency event for Town employees and activates emergency work shifts and personnel assignments, the focus will center on work necessary to restore and maintain the health, safety and welfare of the Vienna community. Personnel assignments may be cross-functioning, bridging Town departments, divisions, and tasks.
3. The Town Manager delegates the responsibilities for developing work shifts and workforce assignments through the chain of command to each department and/or emergency work group, which assignments will be carried out as determined through this rank. No changes to established assignments or relief from assignments may be made without the appointed supervisor's approval.
4. Essential employees will be expected to report on time and ready to work at the established start time of the announced work shift. Failure to appear without appropriate supervisor authorization may result in disciplinary action, up to and including employment termination.

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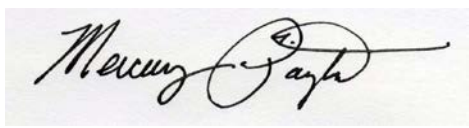
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E. Lodging and Meals

1. Every essential employee required to work will have one of three options for lodging and meals prior to and/or between work shifts, as determined by the nature of each event, and announced by the supervisor. These are offered as options for safe travel and timely arrival at work:
 - a. Home or other personal location, at employee's expense.
 - b. Designated Town-paid hotel and meal(s) within close commute to the Town. Hotel accommodations will be two employees to a room.
 - d. Designated Town facilities with sleeping accommodations and Town-provided meal(s).
2. Concerns or conflicts about lodging or meal arrangements are to be brought to the attention of the on-site supervisor.

V. APPLICABLE DOCUMENTS

Emergency Event Checklist
Emergency Shift Roster

Signature of Town Manager:	Date:
	December 8, 2014

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EMERGENCY EVENT CHECKLIST

Start Date / Time

End Date / Time

Emergency Event

List of Essential Positions for this Emergency

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Police <ul style="list-style-type: none"> <input type="checkbox"/> Patrol Officers <input type="checkbox"/> Patrol Sergeants <input type="checkbox"/> Patrol Lieutenant <input type="checkbox"/> Other Divisions: <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> General Maintenance <input type="checkbox"/> Sanitation <input type="checkbox"/> Sewer Operations <input type="checkbox"/> Streets <input type="checkbox"/> Parks Maintenance <input type="checkbox"/> Vehicle Maintenance <input type="checkbox"/> Water Operations <input type="checkbox"/> Parks Maintenance <input type="checkbox"/> Planning and Zoning | <ul style="list-style-type: none"> <input type="checkbox"/> PIO <input type="checkbox"/> IT Staff: <ul style="list-style-type: none"> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> Finance Staff: <ul style="list-style-type: none"> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> HR Staff: <ul style="list-style-type: none"> <input type="checkbox"/> _____ <input type="checkbox"/> _____ |
|--|---|

Approved by EOC _____ Date/Time _____

Town Manager: _____ *Date/Time:* _____

Copy forwarded to Departments at Date/Time _____

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DEPARTMENT DETAIL REPORT

SHIFT: _____

Date: _____

Type of Event: _____

Name	Time In/Out	Lodging Location	Other

Signature: _____

Date: _____