

COVERAGE OF SCHOOLS DUE TO WEATHER AND/OR EMERGENCY

It is the intention of the Albemarle County School Board (“Board”) and its Superintendent/designee to provide staff coverage in all Albemarle County Public Schools (“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 Division buildings in order to provide necessary access by the public and protect the safety of the employees and students.

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Amended: December 8, 1997; December 1, 2011; October 23, 2014
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Cross Ref.: GCQD, Emergency Staffing Situations

PROCEDURE FOR COMPLIANCE - COVERAGE OF SCHOOLS

- I. General Coverage.** Principals/Department Heads/designees 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 in emergency situations, essential personnel may be required to report for work or remain on duty.
- II. Liberal Leave.** When conditions warrant, the Superintendent/designee may designate a liberal leave period when buildings are not closed due to emergency situations, such as inclement weather. During this period Principals/Department Heads/designees should allow staff to take unscheduled leave if their employees feel it necessary. Employees may use applicable accrued leave without prior approval during liberal leave periods. In lieu of taking leave, employees may be allowed to flex time with supervisor approval. Principals/Department Heads/designees also are responsible for monitoring time worked and leave taken to ensure employees are fairly and accurately compensated.

If an employee deemed essential personnel feels he/she is unable to report to work when required, he/she must use applicable accrued leave or take leave without pay. These employees are not eligible for any paid administrative leave provided to non-essential employees for building closures. Essential personnel who are repeatedly unable to work during building closures may be counseled and/or disciplined as it is an expectation that essential personnel work during these situations when required by the supervisor.

- III. Canceled Make-Up Days.** The Board may decide 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 workday when the employee's regular schedule is impacted by a delay, early closing, or closing, should be adjusted to account for the building closure so that the employee is not charged scheduled leave for such time.
- V. Impact to Work Schedule.** All regular employees are required to account for the number of workdays established for their positions unless the days have been excused by the Division. If the Division instructs an employee not to report for work due to a building closure, the employee will receive paid administrative leave up to his/her regular schedule for such time missed instead of having to use accrued leave or taking leave without pay. Paid administrative leave for building closures is granted for safety reasons and is not intended as a right or employee benefit. Employees whose schedules are not impacted by a closure will not receive additional leave or compensation.
- VI. Working During Building Closures.** Essential personnel are expected to work during building closures. Such employees will not receive administrative leave for the work they perform during building closures. See Policy GCA for more information on essential personnel and Policy GCJ, Licensed and Classified Staff Schedules, Time Tracking, and Compensation for information on compensation during building closures.
- 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. 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 the Department of Human Resources if unsure. The following matrix for inclement weather reporting is grouped by months worked, essential personnel, and self-sustaining programs.
- F. Make-up Day – Days when staff are required to report to work to make up for missed time.
- G. Make-up Time/Work – When an employee misses work 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 applicable accrued leave or leave without pay.
- H. Schools – For the purposes of this policy, “Schools” refers to student attendance in the school buildings.
- I. 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 Board’s discretion, the day may not be required to be made-up for students.
- J. 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.
- K. 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.
- L. 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 shall take applicable 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. Designated Building Closures. The Superintendent/designee will determine each period designated for building closures and may retroactively designate these periods.

- IX. Single Location Closures.** In the event there is a situation only impacting certain buildings, such as power outages, the Superintendent/designee may limit closures to those locations. Employees whose locations are not impacted are required to report to work as scheduled. The Superintendent/designee may, but is not required to, designate a liberal leave period for employees working at other locations in these situations.
- X. Board Authority.** The Board reserves the right to modify procedures and compensation practices outlined in this policy at any time in accordance with applicable law. Employees may be responsible for accounting for lost time, contrary to the matrix, at the Board's discretion.
- XI. 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/designee may issue other reporting directions as deemed appropriate.

Matrix of Staff Coverage - A			
Employee Type	Decision	Protocol	Make-up Time/Pay
Exempt and Non-Exempt 10- and 11-Month Staff* on Instructional Calendar (Teachers, home school coordinators, psychologists, OAs, TAs, bus drivers, etc.) *Employees in Self-Sustaining Programs will follow Matrix D	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 the 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 the 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 the 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 the Board

Matrix of Staff Coverage – B			
Employee Type	Decision	Protocol	Make-up Time/Pay
Staff Required to Report to Work as Essential Personnel	Any building closure period	Report as directed by supervisor	No time to make up; liberal leave taken if employee misses work; compensated as essential personnel for time worked during building closure periods
Essential Personnel not needed for current conditions	Any building closure period	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	Decision	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; liberal leave taken if employee misses work
	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; liberal leave taken if employee misses work
	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; liberal leave taken if employee misses work
	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	Decision	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; liberal leave taken if employee misses work
	Schools Early Closing, 12 Mo Early Release	Released by supervisor	No time to make up; liberal leave taken if employee misses work
	Schools Late Opening, 12 Mo Regular Schedule	Report at regular start time unless otherwise notified by supervisor	No time to make up; liberal leave taken if employee misses work
	Schools Late Opening, 12 Mo Late Start	Report at regular start time unless otherwise notified by supervisor	No time to make up; liberal leave taken if employee misses work
	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 the Board. No time to make up; liberal leave taken if employee misses work
	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 the Board. No time to make up; liberal leave taken if employee misses work
	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 the Board. No time to make up; liberal leave taken if employee misses work
	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 the Board

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Cross Ref: GCC, Leave Program
 GCA, Personnel- Definitions
 GCJ, Licensed and Classified Staff Schedules, Time Tracking, and Compensation