



Administrative Regulations

Office of the Mayor

Title: EMERGENCIES AND CLOSINGS

A.R. Number: 1.5 **Effective Date:** 7/1/2023 **Page 1 of 7**

Supersedes: EMERGENCIES AND CLOSINGS **A.R.:** 1.5 **DATED:** 1/5/2016

I. PURPOSE

The City of Richmond shall ensure that all employees are properly notified and compensated when weather or other emergency circumstances force the closing of most city offices.

II. POLICY

This policy provides the Chief Administrative Officer (CAO) or designee, the flexibility needed to take swift and appropriate action in emergency circumstances. This policy does not prohibit city administration or agencies from establishing other hours of operation that are necessary to carry out the business of the city government, establishing emergency practices consistent with operating needs and city policy, or determining which employees are essential or nonessential.

III. PROCEDURE

A. General

1. Emergencies

In the event of an emergency or inclement weather, the city administration will make every effort to open facilities to the public and employees should assume they must report as normal. However, if roads are too dangerous for travel or there is structural damage to a building, the administration may decide to delay opening or close city facilities until conditions improve. Staff should seek current information by:

- a. Calling your voicemail from an outside phone. A message left on your office voicemail will announce any closures or delayed openings. Call the designated voicemail access number (646-1500) and follow the instructions for those with a mailbox on the system by pressing the star key and entering your extension and password when prompted.
- b. Listening to area broadcast news outlets, city website, or city email for closings and delayed opening notices.
- c. Watching your email for an early closing announcement when dangerous weather or other dangerous conditions occur during working hours.
- d. Visit www.richmondgov.com and follow the city on Twitter @CityRichmondVA for updates of city events.
- e. Contacting your immediate supervisor if you have any questions.



Administrative Regulations

Office of the Mayor

Title: EMERGENCIES AND CLOSINGS

A.R. Number: 1.5 **Effective Date:** 7/1/2023 **Page 2 of 7**

Supersedes: EMERGENCIES AND CLOSINGS **A.R.:** 1.5 **DATED:** 1/5/2016

2. Employee notification

The CAO shall ensure that all employees are properly notified and compensated in accordance with the appropriate administrative regulation(s). Unless otherwise notified by sources identified in this administrative regulation, all personnel are to assume that the City of Richmond will be open for business regardless of any weather or other emergency condition that may develop. Employees must report to work and should expect that all offices will be fully operational unless notified by a media broadcast. If a media broadcast indicates that offices are in any status other than fully operational, the status (i.e.: late opening or early closing) will be broadcast via one or all of the following:

- a. Broadcast voicemail
- b. Broadcast email
- c. Television broadcast: WTVR-TV 6; WRIC-TV 8; WWBT-TV 12
- d. Radio broadcast: WRVA 1140 AM

It is the employee's responsibility, prior to reporting for duty, to monitor the above listed broadcast media or call 804-646-1500 for a recorded message pertaining to the status of offices for that day.

If a nonessential employee elects not to report to work due to emergency or adverse weather conditions when offices are open, the employee will be charged annual leave for the time period in which offices are open. If the employee does not have annual leave, then the hours will be treated as "leave without pay."

3. Continuity of critical operations

The continuity of critical operations/services during adverse weather or other emergency conditions is essential. Departments may be required to maintain the minimum level of staff needed to provide services. Under conditions of emergencies and/or closings, essential employees may be required to report to work when other city employees are not required to do so.

Departments are responsible for notifying their respective employees and maintaining and posting a list of essential employees. During an emergency and/or closing, an employee who



Administrative Regulations

Office of the Mayor

Title: EMERGENCIES AND CLOSINGS

A.R. Number: 1.5 **Effective Date:** 7/1/2023 **Page 3 of 7**

Supersedes: EMERGENCIES AND CLOSINGS **A.R.:** 1.5 **DATED:** 1/5/2016

is not listed on the essential personnel staffing list may still be designated as essential and must report to work.

B. Compensation for declared emergency

1. Non-exempt employees, as defined by FLSA, either essential or nonessential who are required to work during an emergency will receive one and one-half (1.5) times regular pay for the day or shift worked plus any additional hours worked. Employees may also be granted additional time, on an hour-for-hour basis for all hours worked during the emergency. The CAO or designee will determine the hours to which this provision applies. The CAO or designee has the discretion to apply to apply this provision to selected groups of employees. The additional time or compensation discussed above is in addition to any required overtime payment in compliance with the FLSA.
2. FLSA Exempt employees who are required to work due to the emergency are not eligible for overtime payment. However, due to the situation and in recognition of their service, exempt employees may be eligible for paid administrative leave consistent with Administrative Leave Policy. Administrative leave is awarded by the appointing authority/department head and should be taken at the earliest possible time. Administrative leave must be used as leave and is not compensable. Administrative leave earned and not used within 26 pay periods will be forfeited.
3. All employees who were not required to work their regular day or shift due to the emergency will receive regular pay for that day or shift.
4. For essential employees, the appointing authority/department head or designee is authorized to cancel previously approved leave to ensure these employees are available for work during the emergency period.
5. Employee compensation for declared emergencies lasting more than 48 hours is at the discretion of the CAO.

C. Closings and delayed openings

1. Full closing

If city offices are fully closed, employees who are not designated as essential will be excused from work. Essential employees may be required to report to work. Essential employees who



Administrative Regulations

Office of the Mayor

Title: EMERGENCIES AND CLOSINGS

A.R. Number: 1.5 Effective Date: 7/1/2023 Page 4 of 7

Supersedes: EMERGENCIES AND CLOSINGS A.R.: 1.5 DATED: 1/5/2016

do not report to work during closed status when required to do so will be placed on leave without pay and may be disciplined, up to and including termination. The CAO or designee has the discretion to provide the emergency pay provisions outlined in Section B. Nonessential employees who are on pre-approved leave will not have leave time charged for the designated time in which the city is officially closed.

2. Early closing

If city offices are closed early, employees who are not designated as essential will be excused from work. Essential employees may be required to remain at work. Essential employees who do not remain at work when required to do so during closed status will be placed on unauthorized leave without pay and may be disciplined, up to and including termination. Employees who work their full shift or workday will receive no additional compensation. Nonessential employees who are on pre-approved leave will have leave time charged for the entire period for which the leave was approved.

3. Delayed openings

If the opening of offices is delayed, essential employees may be required to report for normal working hours. All nonessential personnel are expected to report at the broadcasted time. If an employee reports later than the broadcasted opening time, the employee will be charged leave time for the period of absence between the late opening time and the time the employee actually reports for duty.

In the event that the opening of offices is delayed, nonessential employees that work flexible schedules will revert back to the standard work schedule of 8:00 a.m. to 5:00 p.m. For example, if the employee's flexible schedule is from 7:00 a.m. to 4:00 p.m. and the offices open at 10:00 a.m., the employee would report for work from 10:00 a.m. until 5:00 p.m. If the employee leaves earlier than 5:00 p.m., the difference in hours will be charged to annual leave. Employees who work their full shift or workday will receive no additional compensation. Nonessential employees who are on preapproved leave will have leave time charged for the designated time in which the city is officially closed.

4. Partial closings/locations

If the emergency or other circumstance is limited to a portion of city offices (as determined by the CAO or designee), employees may be relocated to an unaffected designated area of the city. Employees who fail to report to the designated location may be placed on leave



Administrative Regulations

Office of the Mayor

Title: EMERGENCIES AND CLOSINGS

A.R. Number: 1.5 **Effective Date:** 7/1/2023 **Page 5 of 7**

Supersedes: EMERGENCIES AND CLOSINGS **A.R.:** 1.5 **DATED:** 1/5/2016

without pay, and may be disciplined, up to and including termination. Employees who work their full shift or workday will receive no additional compensation. Nonessential employees who are on preapproved leave will have leave time charged for the designated time in which the city offices are officially closed.

D. Liberal leave determinations

Under certain emergency conditions, the CAO or designee may declare liberal leave for nonessential employees. Such determinations are reported to the media and are posted in accordance with section III.A.2.

The following conditions apply when liberal leave is in effect:

1. Nonessential employees are allowed to be absent for a portion of a workday or the entire workday and are charged paid leave (i.e.: vacation or compensatory) or leave without pay, as appropriate, for the period of absence. Employees must notify their supervisors if they intend to take leave.
2. Nonessential employees arriving late under a liberal leave determination will not be penalized for tardiness but will be charged paid leave or leave without pay, as appropriate, for the period between the regular starting time and their arrival.
3. If liberal leave is announced during the workday, nonessential employees will be permitted to leave the work site at their discretion, after apprising their supervisors. Employees will be charged paid leave or leave without pay, as appropriate, for the period between their departure and the end of their regular workday.
4. Liberal leave determinations do not apply to essential employees. Essential employees are required to report for work when liberal leave is declared unless they are specifically excused by their supervisors.

Employees may not use sick leave for a liberal leave absence unless the absence meets the criteria for sick leave (please see the city's sick leave policy for detailed requirements regarding sick leave).

IV. DEFINITIONS

Delayed openings – The opening of offices is delayed due to adverse weather conditions or other emergency circumstances.



Administrative Regulations

Office of the Mayor

Title: EMERGENCIES AND CLOSINGS

A.R. Number: 1.5 **Effective Date:** 7/1/2023 Page 6 of 7

Supersedes: EMERGENCIES AND CLOSINGS **A.R.:** 1.5 **DATED:** 1/5/2016

Early closing – The closing time of offices is adjusted to an earlier time due to adverse weather conditions or other emergency circumstances.

Essential personnel – Personnel designated by each appointing authority/department head that are essential to the effective operations of the city because of their responsibilities to protect and serve the citizens of Richmond. An individual may be determined as essential in one given situation (i.e.: snowstorms/snow removal) and nonessential in another situation (i.e.: sewer maintenance). The decision to designate an individual as essential is determined by the appointing authority/department head.

Exempt employee – A classification for which overtime compensation (payment or compensatory time) is not required under the Fair Labor Standards Act. Positions classified as exempt are so noted in the city's Compensation Plan.

Full closing – City offices are fully closed for the entire workday due to adverse weather conditions or other emergency circumstances.

Liberal leave – Leave/time-off requested by employees and granted by supervisors without delay in the time of an emergency. This is at the discretion of the CAO, Mayor, or City Council and only for nonessential employees.

Nonessential personnel – Personnel who are not designated as essential for the emergency or closing.

Non-exempt – A classification for which overtime compensation (payment or compensatory time) is required by the Fair Labor Standards Act. Positions classified as non-exempt are so noted in the city's Compensation Plan.

Partial closings/locations – If the emergency or other circumstance is limited to a portion of the city.



Administrative Regulations

Office of the Mayor

Title: EMERGENCIES AND CLOSINGS

A.R. Number: 1.5 **Effective Date:** 7/1/2023 **Page 7 of 7**

Supersedes: EMERGENCIES AND CLOSINGS **A.R.:** 1.5 **DATED:** 1/5/2016

V. REGULATION UPDATE

Modifications to this policy shall be the responsibility of the Department of Human Resources under the advisement of the Chief Administrative Officer.

Approval


CHIEF ADMINISTRATIVE OFFICER


MAYOR