

Virginia-West Virginia Water Science Center, Charleston Office

Policy Memorandum

RE: Communication of office closure/delayed opening related to weather emergencies

Date: June 21, 2016

In consultation with the Center Director, Jeremy White will determine if weather conditions warrant delayed arrival or closure of the office. In Jeremy's absence, a designee will be appointed. Office closures for weather normally coincide with closures of State offices in the Charleston area, however, the communication procedures below will allow us to communicate information with regard to office closures in situations early in the morning, possibly before the State has announced a decision.

Jeremy will communicate closures/delays by text message using the contact number provided by employees as early as a determination can be made. An email will also be sent to the address provided by employees that may include more detailed information.

A special mailbox has also been setup on the USGS West Virginia Water Science Center phone system to provide information to employees of potential closures or delayed openings of the office due to weather related emergencies. Information will be updated on the telephone system as early as possible, but this system should not be considered as the primary source of information. To access the message envelope dial the office number (304-347-5130), when Allison's normal office greeting begins enter mailbox number 444 and listen for any messages related to the event. In the event of adverse weather conditions please call the office to listen to a recorded message of instructions related to the event. There will typically be one of four messages 1) the office is open on a normal schedule, 2) the office is open with announced liberal leave, 3) the office is on a 2-hour delayed start, or 4) the office is closed due to a weather related emergency. If you have any questions or concerns at any time, it is your responsibility to call your supervisor.

The following definitions apply:

Announced Office Closure. No one is expected to report for work. Administrative leave (an excused absence with no charge of leave) will be granted to full-time and part-time (if scheduled to work that day) employees. Intermittent employees are not eligible for administrative leave.

Announced Delayed Arrival. Full-time and part-time (if scheduled to work that day) employees may be granted administrative leave for up to two hours for tardiness. This does not mean that you are automatically given two hours administrative leave to report to work (in other words, an announced two-hour delay in opening does not mean that the employee is responsible only for a six-hour day). For example, if you normally arrive at 7:30 a.m. and conditions permit you to arrive at 8:30 a.m. then you should

make every effort to arrive at 8:30 a.m. and not 9:30 a.m. If an employee elects not to come to work, they are not entitled to administrative leave for tardiness, they must contact their supervisor and they must take annual leave for the full day. Administrative leave in excess of two hours may be granted for extenuating circumstances at the determination of the supervisor.

Announced Liberal Leave. Personal safety is the highest priority, so for weather-related emergencies, employees may use annual leave or leave-without-pay without prior supervisory approval. This must be communicated to the supervisor as soon as possible.

It is difficult to cover all situations in a memorandum and, therefore, if you have any questions concerning this policy or regarding special circumstances, please discuss them with your supervisor.