



# COMMONWEALTH of VIRGINIA

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## *Department of Human Resource Management*

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### MEMORANDUM

TO: Agency Human Resource Officers

FROM: Rue White  
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SUBJECT: Emergency Closings due to Inclement Weather  
Human Resource Policy 1.35

This is DHRM's annual reminder that this is a good time to communicate state and agency emergency closing procedures to your employees. The attached document includes general information regarding office closings and state agency and media sources that communicate changes in work schedules.

Office closings can present issues that raise numerous questions from employees. Most recently, flash flooding in downtown Richmond resulted in the closure of several state buildings, one state agency, and a delayed opening for most employees. Atypical closings such as this are particularly difficult for the media to communicate clearly. For that reason, agencies are encouraged to consider implementing a contingency plan, such as a telephone tree or hotline to notify employees of any unusual work schedule changes.

Please contact [Policy@dhrm.virginia.gov](mailto:Policy@dhrm.virginia.gov) if you have any questions about Policy 1.35, Emergency Closings.

Attachment



## **Who decides if an agency, college, or university will close?**

- The Governor makes closing decisions about the daytime work hours of administrative agencies in the Richmond Metro Area when emergency conditions affect more than one agency. This area includes Chesterfield, Henrico, and Hanover counties.
- Agency heads outside the Richmond Metro Area make closing decisions for their agencies.
- All college and university presidents make closing decisions for their institutions.

## **How will you know?**

For closing information for agencies in the Richmond Metro Area you can:

- Listen to WRVA radio (1140 AM) or any Clear Channel affiliate (Q94, Lite 98, XL102, 106.5, Sports Radio 910)
- Watch local television stations WTVR (6), WRIC (8), and WWBT (12)
- Visit the Department of Human Resource Management's website at [www.dhrm.state.va.us](http://www.dhrm.state.va.us) (Effective October 1, 2004, [www.dhrm.virginia.gov](http://www.dhrm.virginia.gov))
- Call the Highway Helpline at 1-800-367-ROAD

If you're employed outside the Richmond Metro area check with your supervisor or agency human resource director for details about local media announcements.

## **How do you know if you're a "designated" employee?**

The Emergency Closings Policy applies to all classified, restricted, and At-Will employees. The policy describes "designated" and "non-designated" employees. "Designated" employees are those who are required to work during an official closing because the services they provide are essential to agency operations during emergencies. Agencies and institutions are required to tell employees if they are "designated" or "non-designated".

## **Stay Informed**

No matter where you work you need to stay informed about your agency's procedure for office closings. Your supervisor or human resource office can give you this information and answer questions that often arise during and after an office closing.