

**INCLEMENT WEATHER PROCEDURES
COUNSELING AND ADMINISTRATIVE SERVICES
(UPDATED 12-01-2010)**

1. Offices will close as authorized by the following individuals (or their designee):

Bill Cook – Franklin County/Patrick County
Jim Tobin – Martinsville/Henry County

Employees scheduled to work during time the offices are closed will be credited with the appropriate time missed.

2. This policy applies only to office-based services and does not apply to residential services. All closings will be announced as follows:

Patrick County	WHEO (1270 AM)
Franklin County	WZBB (99.9 FM)
Martinsville/Henry	WZBB (99.9 FM)
	WMVA (1450 AM)
	Cable 18

3. If local schools are closed due to bad weather, the relevant PCS office(s) will automatically open at 9:00 a.m. The Martinsville offices will follow the Martinsville schools (not Henry County). Stuart will follow Patrick County and Rocky Mount will follow Franklin County.
4. Office closings will also be posted on the PCS web page at www.piedmontcsb.org
5. In addition, each program or disability area will implement a phone tree, including appropriate backups.
6. Individuals may not be able to travel even when we are technically open. Everyone is encouraged to exercise appropriate caution for themselves. If an individual is not able to work when services are open, vacation or compensatory time is used. At the supervisor's discretion, the time lost may be made up.
7. If a non-exempt employee works during time that we are closed, comp time is earned consistent with regular supervisory approval.
8. If a decision is made to close early, the affected areas will be notified through the normal phone trees.