

CITY OF VIRGINIA BEACH MUNICIPAL OPERATIONS AND STAFFING POLICY	Policy Number:	6.03(A)
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1.0 PURPOSE

In order to carry out the City's Mission, as a general rule, all City of Virginia Beach offices shall remain open and operational with regularly scheduled hours. However, based upon anticipated or actual conditions, municipal operations may be modified with regards to operations and staffing patterns. This policy provides guidelines for such instances, including emergencies, which require modification of the organization's operations and staffing as determined by the City Manager or designee. This policy works in conjunction with the [Overtime Policy, No. 2.02](#), and the [Municipal Facilities Closure Policy, No. 6.09](#). The City of Virginia Beach complies with all applicable federal, state and local laws in providing pay for employees.

2.0 DEFINITIONS

2.1 MUNICIPAL OPERATIONAL CONDITIONS: The City of Virginia Beach government functions within three operational conditions that indicate the nature and the extent of services to be provided to the public. These conditions include the following:

- A. **NORMAL OPERATIONAL CONDITION:** A normal operational condition is defined as the provision of regular services within standard and established operational hours;
- B. **MODIFIED OPERATIONAL CONDITION:** A modified operational condition is defined as periods where the delivery of normal services may not be required or warranted because of conditions (ex. moderate snowfall, pre-hurricane preparation, etc.). To the extent possible regular services shall be provided. However, less than normal services may be provided based upon public and organizational needs. Services determined not to be essential to the public or the organization may be terminated during periods of modified operations.
- C. **ESSENTIAL OPERATIONAL CONDITION:** An essential operational condition is defined as periods where the organization only delivers those services deemed essential to the public and the organization. Every effort to provide essential services is required regardless of conditions. An essential operational condition may be invoked in extremely severe weather conditions such as hurricanes,

heavy snows, blizzard conditions, heavy ice storms or extensive flooding.

- 2.2 EMPLOYEE OPERATIONAL STATUS:** In accordance with Municipal Operational Conditions, the organization shall establish an employee operational status for each employee. Based upon circumstances, this status is interchangeable to accommodate the conditions and the needs of the public and the organization. The following Employee Operations Statuses shall be employed:
- A. **ALPHA I EMPLOYEES:** Employees in an Alpha I status are in essential service capacities. These employees are required to report regardless of the City's operational condition.
 - B. **ALPHA II EMPLOYEES:** Employees in an Alpha II status are assigned to functions not deemed essential to the short term operations of the City. Employees in an Alpha II status can be reassigned to an Alpha I status based upon conditions and the organizational needs, in order to perform essential services in various situations. All requirements and benefits associated with Alpha I status shall apply for the duration of conversion to Alpha I status.
- 2.3 LOCALLY DECLARED EMERGENCY:** A locally declared emergency is a legal and legislative action taken by the City in anticipation of, or because of, an actual emergency. The purpose of the emergency declaration is to provide certain protections and grant certain powers to the City due to emergencies.
- 2.4 EMERGENCY MANAGEMENT ORGANIZATION:** The emergency management organization is the organizational structure tasked, as outlined in the City's Emergency Operations Plan, to respond to emergency situations. This organization is headed by the City Manager and supported by the Fire Chief and the Office of Emergency Management.
- 2.5 EMERGENCY MANAGEMENT COMMITTEE:** The Emergency Management Committee is comprised of representatives from all municipal agencies whose responsibility is to provide direction and support the emergency management responsibilities of the City.
- 2.6 EMERGENCY MANAGEMENT STAFFING:** Emergency Management Staffing are those personnel needed to staff emergency management

functions as outlined in the City Emergency Operations Plan and are required to respond to emergency situations that include, but are not limited to sheltering and public information. These functions may not be appropriately staffed for the emergency and must depend upon the reassignment of personnel from the organization.

2.7 EMERGENCY OPERATIONS PLAN: The Emergency Operations Plan, EOP, is the legal document required by local ordinance that establishes the framework of the City's emergency management organization and tasks departments with emergency management functions.

2.8 EMERGENCY MANAGEMENT DEPLOYMENTS: Emergency Management Deployments are deployments outside the Hampton Roads jurisdictional boundaries approved by the City Manager where the City of Virginia Beach provides staffing and aid to assist in emergency management functions and/or responses to EMAC requests, FEMA National Urban Search and Rescue Response System activations and deployments, state-wide mutual aid agreement requests, and other mutual aid agreement requests where employees are deployed to assist in handling the emergency situation.

3.0 MUNICIPAL OPERATIONAL CONDITIONS:

3.1 Normal Operational Condition

A. The normal operating conditions of the City shall be that of standard operations where regularly scheduled services shall be maintained.

B. Delayed Opening/Early Closure

(1) During periods in which the Normal Operational Condition has not been changed and the City Manager, or designee has announced that non-essential operations are suspended for a delayed opening or early closure, all employees, including Alpha I employees who are required to work, shall receive their regular rate of pay during the closure.

(2) Leave Relating to Delayed Opening /Early Closure:

(a) When an employee requests leave beyond the period of the delayed opening or early closure, the employee

shall be required to use leave only for the absence during the period in which the facility/City is operational.

- (b) When an employee was approved leave prior to an announced delayed opening or early closure, the employee's leave shall be for the entire requested period, including any periods in which non-essential operations are suspended for a delayed opening or early closure.

3.2 Modified Operational Condition

- A. When an emergency situation such as inclement weather occurs and hampers the normal operations of the City, the City Manager or designee may determine that non-essential services can be curtailed as recommended by department directors or designee. In such situations, the discontinuation of non-essential services and the closing of non-essential offices to the public may occur.
 - (1) At the discretion of the department director or a designee, or upon the request of the employee and with the approval of the department director or a designee, an employee may be temporarily reassigned to other sites or work duties.
 - (2) Employees in Alpha II status may be reassigned to Alpha I status to meet organizational needs.
- B. Leave Relating to Modified Operational Condition
 - (1) Due to lessened service requirements and possible concerns for employee safety and convenience, Alpha II employees not reassigned to Alpha I status may be provided an opportunity to take appropriate leave during Modified Operational Condition.
 - (2) When an employee was approved leave prior to a change to Modified Operational Condition, the employee's leave shall be for the entire requested period, including any periods in which non-essential operations are suspended for a delayed opening or early closure.

3.3 Essential Operational Condition

- A. When an emergency condition is of such magnitude that the City's operations are severely disrupted, the City Manager may declare the City to be in an Essential Operational Condition. Such conditions will normally result from extreme circumstances.
- (1) In such instances, only those services considered essential and those functions required by the Emergency Operations Plan shall be delivered.
 - (2) In such situations, City non-essential services are curtailed and personnel shall be assigned to Alpha I status as needed to address staffing needs.
 - (3) Alpha II personnel, not reassigned to Alpha I, shall be released from their normal work hours.
- B. Compensation
- (1) Exempt Employees
 - (a) In addition to salary for the regular workday, Alpha I exempt employees shall receive pay or compensatory time equivalent to their regular rate of pay for all hours worked exceeding their normal workday.
 - (b) Alpha II exempt employees, not reassigned to Alpha I, shall receive their regular rate of pay.
 - (2) Non-Exempt Employees
 - (a) Alpha I non-exempt employees shall receive pay or compensatory time at twice their regular rate of pay for hours worked during essential operating conditions. Hours worked during the essential operating condition and compensated at the premium rate of twice the regular rate of pay shall be provided in lieu of overtime compensation at one and a half times the hourly rate.
 - (b) Alpha II non-exempt employees not reassigned to Alpha I, other than non-exempt fire protection

employees and non-exempt law enforcement employees as defined in [Virginia Code § 9.1-700](#), and Animal Control Officers, shall receive their regular rate of pay for their normal workday and these hours will not be considered compensable work time for determining overtime compensation.

- (c) Alpha II employees, not reassigned to Alpha I, who are non-exempt fire protection employees and non-exempt law enforcement employees as defined in [Virginia Code § 9.1-700](#), and Animal Control Officers, shall receive their regular rate of pay for their normal workday and these hours shall be included as hours worked for the purpose of determining overtime compensation.

- (3) In the event that an essential operations scenario should exist for greater than a 72 hour period the additional compensation provided to Alpha I employees may be discontinued at the discretion of the City Manager.

- C. Throughout an Essential Operational Condition period the City Manager will assess the conditions and needs of the City and may downgrade to a modified or normal condition.
- D. Leave Relating to Essential Operational Condition
When an employee was approved leave prior to a change to Essential Operational Condition, the employee's leave shall be for the entire requested period, including any periods in which operations are suspended for a delayed opening or early closure.

3.4 Emergency Management Deployment Condition

- A. Emergency Management Deployment Condition shall exist when the City Manager approves the deployment of members to support emergency management requests outside the Hampton Roads jurisdictional boundaries whereby departments must adjust their staffing to continue operations in the City of Virginia Beach.
- B. Compensation
 - (1) Non-exempt employees on deployment outside the Hampton

Roads jurisdiction shall receive pay for all hours exceeding their normal workday at one and a half their regular rate of pay except as prescribed by [44 CFR 208.39](#) as applicable.

- (2) Non-exempt employee's backfilling for deployed employees that hold positions normally backfilled shall receive pay as prescribed in the City's [Overtime Policy, No. 2.02](#).
- (3) Exempt employees shall receive pay equivalent to their regular rate of pay for all hours exceeding their normal workday.
- (4) Exempt employees backfilling for deployed exempt employees that hold positions normally backfilled shall also receive pay equivalent to the regular rate of pay for all hours exceeding their normal work period.

4.0 PROCEDURES

- 4.1** The City Manager, or designee, based upon anticipated or actual conditions, shall determine when the municipal operational conditions should be changed to allow for adjustments to the delivery of services. This determination will be made via the appropriate channels for department directors or designee to implement in their respective department.
- 4.2** All departments shall be responsible to ensure their preparedness for a modified or essential operational condition by following established departmental responsibility guidelines. These guidelines describe training requirements, contingency planning procedures, operations procedures, notification processes and communication systems. Departments shall determine the operational status of their staff and report this status to Human Resources by May 1 of each year.
- 4.3** Departments tasked with emergency management functions shall plan for the reassignment of Alpha II employees to Alpha I status. Working with Human Resources, personnel needs shall be identified and pools of employees identified for support operations. Tasked departments shall be responsible for providing orientation, training and reasonable support, as appropriate, to these personnel.
- 4.4** Departments shall work with employees to address any personal needs

and issues that would impact on an employee's ability to report to their work assignment. These issues may include dependent care, transportation, military obligations, medical and/or physical conditions, etc.

5.0 DEPARTMENTAL RESPONSIBILITIES

- 5.1 Departments shall designate, as Alpha I, those employees necessary to provide services during an essential operational condition.
- 5.2 Departments shall designate, as Alpha II, those employees not assigned to provide essential services for their department. Alpha II employees shall be assigned to a staffing pool for the purpose of supporting other emergency related activities throughout the City, or within their own department, and if selected from the staffing pool shall be converted to Alpha I status during declared modified or essential operational conditions.
- 5.3 Departments shall submit to the Department of Human Resources an alphabetical listing by budget unit of all Alpha I and Alpha II employees.
- 5.4 Departments assigned Alpha II employees, from the staffing pool, are required to identify work assignments, develop orientation plans and designate work shifts for these employees. In the event that not all assigned Alpha II employees would be required to work during an emergency event, the department may establish a rotating roster that would provide flexibility in making assignments for consecutive emergency events and sharing of Alpha I duties among all employees.
- 5.5 Departments shall annually review their departmental Alpha I and Alpha II designations and provide any revisions to the Human Resources Department.
- 5.6 The Office of Emergency Management shall coordinate the operational aspects of this policy with the tasked departments and the chair of the City's Emergency Management Committee.
- 5.7 The Emergency Management Committee shall review and assist in the coordination and implementation of emergency management staffing needs within the organization.

6.0 EMPLOYEE RESPONSIBILITIES:

- 6.1 Employees shall be responsible to report to their emergency assignment

as directed by their supervisor. Failure to report, absent an extenuating circumstance, may result in disciplinary action.

- 6.2** Employees are required to attend emergency operations training as scheduled by their departments and/or the Emergency Management Committee.
- 6.3** Employees are encouraged to develop a personal plan of action that would aid them in fulfilling their family and other personal responsibilities in conjunction with their work responsibilities. Recognizing that emergency situations are generally unpredictable, every effort will be made to assist employees in meeting their personal and work responsibilities. Employees are encouraged to discuss any related issues or concerns with their supervisor in order that a collaborative effort can be made to address individual situations.

7.0 REVISIONS:

City Manager, or designee, may revise or rescind this policy, or any portion thereof, at any time.