



County of Henrico, Virginia

## Interoffice Memorandum

TO: Agency Heads & Key Officials  
FROM: Director of Human Resources  
Director of Finance

SUBJECT: Hurricane Isabel  
DATE: September 16, 2003

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Currently, predictions have Hurricane Isabel tracking toward the Richmond area. It is still relatively early to know for certain how this storm may impact us. If it does track through this area, there will undoubtedly be an impact on many of our County agencies. If the area is hard hit, there is the possibility that we may be eligible for FEMA reimbursement for some of the costs associated with this emergency. If this happens, the County will need to identify the related costs. One of the known expenses will be overtime paid for work associated with the County's response to this emergency situation.

In preparation for this, please remind your employees and timekeepers to record all overtime worked that is directly related to this emergency situation using one of the following codes:

M00 Overtime at half-time pay  
M10 Overtime at straight time pay  
M20 Overtime at time and a half pay

Use of these codes will enable quicker and more accurate retrieval of this information from MAPS.

Should the County Manager need to close the County offices due to Hurricane Isabel, please remember that the new policy regarding adverse weather is to be followed. The entire policy can be found in Personnel Rules & Regulations (Section 7.2). Below is an excerpt:

*When the County Manager closes County offices because of adverse weather, he closes them from 8 a.m. to 4:30 p.m. unless he specifically states otherwise. Should the County Manager close County offices because of adverse weather, employees scheduled to work during the hours that the County is closed and who do not work will be treated as having worked their normal schedule (up to eight (8) hours).*

*Employees who do work when the County Manager closes County offices will be paid for actual hours worked and will receive administrative leave for those hours worked between 8 a.m. and 4:30 p.m., so long as the work is authorized by the agency. Employees will not be eligible for overtime pay at a time and one half rate unless they meet the requirements of overtime outlined in Section 4.4.*

Timekeepers should use leave code **94 Administrative Leave Earned** to record hours for employees who work (as noted above) when the County is closed.

Should you have any questions, please contact:

- Reta Busher (4266; bus02) regarding documentation required for possible FEMA reimbursement
- Jane Klosky (4627; klo02) related to time reporting.

George H. Cauble, Jr., SPHR  
Director of Human Resources

Reta R. Busher  
Director of Finance