

COUNTY OF PRINCE GEORGE PERSONNEL POLICIES Prince George, Virginia	POLICY NUMBER: 40.1	Page 1 of 1
	SUPERSEDES: January 1, 2006	DATE ISSUED: August 10, 2021
SUBJECT: Administrative Closing Policy	AUTHORIZATION: Adopted by the Board of Supervisors August 10, 2021; to become effective immediately	

40.1 Administrative Closing Policy

During emergency conditions (e.g. hazardous weather, declared disasters, inadequate work environments, etc.), County offices may be closed at the discretion of the County Administrator. The County Administrator, or designee, will notify the media of such closing and will post a message on the Public information line (804) 733-2659.

Essential employees may be required to work during an administrative closing. Essential employees are those employees who provide services that are critical to the protection of life and property. The loss of any of these essential services would be intolerable in that they could affect the basics of life or safety and the community could not function without such services.