



Courier

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The Board of Supervisors – What’s Next...

County Executive **Anthony H. Griffin** provided the following information through an e-mail to employees on what happens next for the Board of Supervisors as a result of Chairman **Gerald E. Connolly** becoming a congressman-elect:

“Thanks to all employees and volunteers who spent many long hours supporting the election process. Unofficial election returns are available on the county’s Web site at www.fairfaxcounty.gov/eb/returns.htm.

“Preliminary returns indicate that Fairfax County Board Chairman Gerald E. Connolly has been elected to Congress to represent Virginia’s 11th District. The State Board of Elections will meet on Nov. 24 to ascertain the results of the election.

“You may be wondering about the process that will be followed to fill the vacancy this will create on the Fairfax County Board of Supervisors. Virginia law generally provides that the Board of Supervisors shall petition the Circuit Court for an order to conduct a special election to fill any vacancy on the board.

“Some of you may remember that a similar situation occurred years ago when then-Chairman Tom Davis won election to Congress on Nov. 8, 1994. Davis then resigned from the board to take his seat in Congress, and the county held a special election to fill that vacancy on Feb. 7, 1995. Supervisor Kate Hanley won that special election, and she resigned as the Providence District supervisor to become

chairman. Following her resignation, another special election was held on March 28, 1995, to fill that vacancy, and Gerry Connolly won that election and became Providence District supervisor.

“We can expect a similar special election process to fill this vacancy on the board, and if a sitting member of the board is elected as chairman, then we should expect another special election to fill the second vacancy.”

▶ Look for updates and more information on the Board of Supervisors in NewsLink and future issues of Courier.

▶ County executive e-mails are now archived at <http://infoweb/CEX/messages>. ■

Easier, Faster Road to Teleworking and a New Citrix Portal

Many county employees are familiar with some of the good reasons there are to telework – less stress and traffic congestion, and fewer fill-ups and vehicle repairs, as well as the reduced impact on the environment.

And now teleworking has become more convenient for employees. The Department of Information Technology (DIT) has launched an automated



application process and a new, improved Citrix telework portal to make it easier and faster for employees to become successful and efficient teleworkers.

Through a joint effort with the

Organizational Development and Training Division (OD&T), DIT has automated the entire Fairfax Teleworks application process. This allows employees to fill out their telework request online and have it forwarded electronically to their supervisor and department or agency head for approval. This saves a significant amount of time in the application process,

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and supports the county's goal of environmental conservation.

Under the leadership of **Wanda Gibson**, director of the Department of Information Technology, and **Jeff Porter**, director of DIT Platform Technologies Branch, project manager **Karen McMeekin** worked with OD&T staff to make the switch to a paperless "green" telework application.

"The IT Service Management software application used by the IT Service Desk and most IT staff to process calls, e-mails and other IT requests from county staff can also be used to design forms and automate current manual processes, such as the telework application and approval," explained McMeekin.

"We felt that this tool could benefit employees countywide," she added. "The new automated process will be much easier for applicants, their supervisors and agency heads."

In addition, this tool also is available for employees who are not registered teleworkers, but may have need for remote access to the county server.

Sharon Hackett, OD&T telework coordinator, noted that the new, simpler automated process may encourage greater participation in teleworking by Fairfax County government employees.

"You don't necessarily have to be tech-savvy at all," Hackett said. "The instructions given on the telework site on the Infoweb will walk you right through the process. It's just a matter of filling in the blanks and hitting 'submit.' I think it will be very easy."

Employees also can submit an online request for telework tools — secure access token, loaner PC, pager, and/or long distance service — all on one form.

The county defines telework as allowing employees to work from a home-based office or local work center during normal work hours, instead of commuting.

Fairfax Teleworks Resources

To Apply:

▶ <http://infoweb/telework>

New Citrix Portal:

▶ <https://ffxremote.fairfaxcounty.gov>

Instructions - Installation and use of FFXremote:

▶ <http://infoweb/ffxremoteinstructions>

Questions?

Contact IT Service Desk

▶ Call 703-324-HELP (4357), Option 1

▶ E-Mail: ITservicedesk@fairfaxcounty.gov

▶ Online at <http://ITSD>

Currently, 1,379 Fairfax County employees telework at least one day per month. To become one of them, discuss this option with your supervisor.

New Citrix Portal – FFXremote

Teleworkers have a new Citrix portal for connecting to Fairfax County technology resources. The new site, produced by the Department of Information Technology, is available to approved teleworkers at <https://ffxremote.fairfaxcounty.gov> featuring a customizable home page that is unique to each person using the site.

Through the FFXremote portal, Citrix now offers remote access to more than

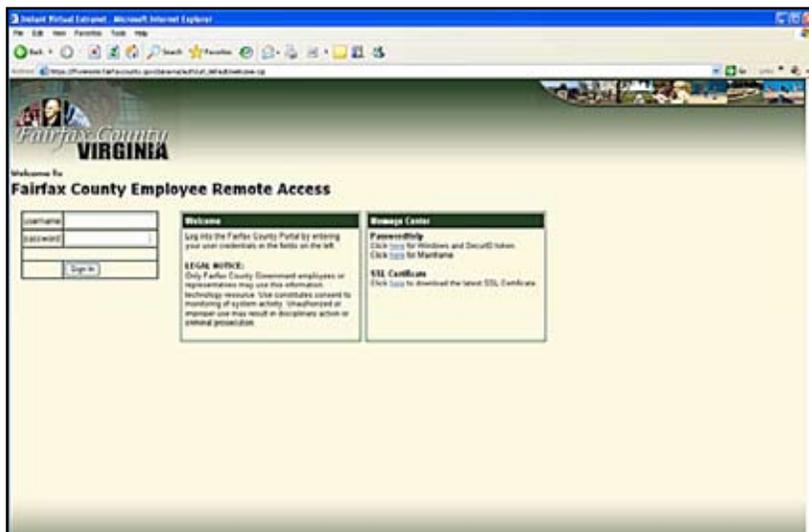
150 different applications, including frequently used applications such as Microsoft Outlook e-mail, Word, Excel and mainframe systems, in addition to many agency-specific applications.

"FFXremote is more nimble, reliable and robust than the previous solution, improving the overall user experience," said **Jianti Lu**, FFXremote administrator.

"Some employees use Microsoft's latest operating system, Vista, at home and FFXremote allows teleworkers to connect from both Microsoft Vista and XP operating systems," said **Keng Chen**, a network analyst working on the project.

FFXremote enables access to network drives so teleworkers can access files and folders that have been saved while working in the office. Many agencies and departments offer a wealth of information and resources on the Infoweb that teleworkers also can access when using the FFXRemote portal.

▶ **Important Note** - The old Citrix site at <https://fairfaxcounty.gov/fcgras> is being shut down on Dec. 1. All teleworkers are encouraged to begin using the new portal as soon as possible. ■



The new Citrix portal is at <https://ffxremote.fairfaxcounty.gov>.

This Agency Partnership Is One for the Books

By Jessamyn Dupree,
Office of Public Affairs

More than 6.5 million books and other materials are transported throughout Fairfax County's 23 public libraries each year by the Department of Purchasing and Supply Management (DPSM). That's approximately half of the more than 13 million books and materials that are circulated and loaned by the library branches annually.

A dozen employees at the DPSM warehouse in Springfield are responsible for the daily pick up, delivery and sorting of loaned or new books, videos, tapes and other materials. Warehouse employees travel to libraries on alternating routes to collect books, sort the books into bins designated for specific libraries, and then deliver the materials.

"Across Fairfax County, not every branch carries every book, so transferring library material from branch to branch for loan is only possible because of the DPSM delivery services," explained **Mary Mulrenan**, library marketing director. "We have 17,000 items in transit daily, with delivery five days a week. DPSM is essential to maintaining the high level of service that our customers expect."

"The warehouse has built up a good rapport with the libraries," added



Bins of books and library materials at the DPSM warehouse await transport to library branches around the county. Photo by Jessamyn Dupree.

Property Management Supervisor **Woody Gluchowski**. "We also assist with the temporary storage of library material during the renovation of existing libraries and during construction of new libraries."

Access Services, the library branch located in the Government Center, is an example of the value of this system for county employees, too.

"Access Services is convenient for many county employees, but it has a limited regular collection," Mulrenan said. "It is a prime example of why this service is needed. I can request any book in our catalog for pick up at Access Services, or any other branch convenient to me, because DPSM will pick it up from the original branch and return it there as well."

"The Department of Purchasing and Supply Management has collaborated with the Fairfax County Public Library on

the library material distribution program for more than a decade," DPSM Director **Cathy Muse** said. "What started out as a symbiotic relationship related to freight delivery grew into a program dedicated to library materials. We are very proud of the success of the program, which springs from effective communication and cooperation, supportive administrators and sufficient means to support the process. The library is a good business partner. They have always been flexible in terms of ways to accomplish our work and creative in supporting material needs of the program."

DPSM warehouse employees who work on the library distribution program include:

Brenda Allen
Anteneh Bekele
Elizabeth Crowe
Javon Edmonds
Johnny Elliott
Bruce Jensen
Geoffrey King
Jim Knupp
Jason Reinsburrow
Lavanda Sykes
Rudy Tate
Sylvia Yon ■

SACC Center on Local Radio Station Dec. 11

Provided by Office for Children

On Nov. 4, as their parents voted for the next president of the United States, children at the Lake Anne Elementary School Age Child Care (SACC) center were recorded by country music radio station WMZQ saying the Pledge of Allegiance. The recording will be aired on Thursday, Dec. 11, at 7 a.m. on 98.7 FM. The recording also will be available after Dec. 11 on www.fairfaxcounty.gov/ofc.

The radio station calls its morning feature the "7 O'Clock Salute to America,"

and it usually features children in classrooms of local public schools reciting the Pledge of Allegiance.

"I've never heard WMZQ feature a SACC center before," said **Alexa O'Flynn**, a WMZQ fan and head teacher of the Lake Anne SACC center. "Being recorded saying the Pledge of Allegiance gave our children a wonderful opportunity to participate in a patriotic activity on Election Day."

► For more information on the Office for Children and SACC, go to www.fairfaxcounty.gov/ofc. ■



Lake Anne Elementary SACC center teachers (left to right) Alexa O'Flynn, Claire Gebauer, Carey Coleman and Zoraida Arze. Photo provided by SACC.

From Live Well – Free Flu Shot Program Is a Success

More than 2,000 county government employees received a free flu shot this fall at one of the many worksite-based clinics sponsored by the Live Well program, according to **Sharon Arndt**, health promotion and privacy coordinator.

“The clinics were efficiently run thanks to the experienced Inova nurses and the many employees from agencies across the county who volunteered a few hours to manage check-in and consent form distribution,” she explained.

Employees who were volunteer hosts for the program:

Erin Barton
Brenda Bowman
Evan Braff
Sandi Dallhoff
Analeska Escobar
Pat Franckewitz
Jenna Jackson



Department of Human Resources staff (left to right) Sharon Boelcskev, Valarie Johnson, Rita Kayn, Agnetta Palacios and Dianne Wimbish wore Live Well T-shirts to promote the launch of the 2008 free flu shot program. Photo by Jessamyn Dupree.

Maya Jerome
Ursula Koerner
Tracee Lloyd
Patricia McClenic
Nicole Murray
David Newhall
Stella Norman
Agetta Palacios

Robin Randall
Tina Robinson
Lynne Sawyer
Laurel Shultzaberger
Janet Simek
Tanis Skislak
Tana Suter
Ursula Tagle-Velit
Matt Vaughan

In addition to Live Well-sponsored clinics, flu shot vouchers were made available for employees to receive a flu shot at a more convenient community clinic in a school, public library or community center work site.

► For more information on flu shots and flu prevention, go to www.fairfaxcounty.gov/hd/flu. Visit the Live Well Web page at <http://infoweb/LiveWell>. ■

Courier News – Wrapping Up 2008; What's New for 2009

The next issue of Courier on Dec. 5 will be the last one for 2008. The deadline for the Dec. 5 Courier is Nov. 21. The first issue in 2009 will be distributed on Jan. 5, since Jan. 2 is the furlough day. The deadline for the Jan. 5 Courier is Dec. 12.

The 2009 Courier schedule is available at <http://infoweb/courier> on the top right corner. Keep in mind that although the deadline is two weeks prior to publication, many issues throughout the year fill up prior to the deadline.

You can request to hold a spot in an issue, even if it is months away. If you have an idea for an article or have news about your agency to share with county employees, send an e-mail to **Lisa Connors**, Courier editor, at lisa.connors@fairfaxcounty.gov.

Please note that important, time-sensitive county employee news may bump any story.

In 2009, you will find some changes on this page. The column space above will continue to run Safety & Security Matters, as well as Tech Tip and DIT News. Next year, two new columns will be added to the rotation. One will feature helpful tips and resources for administrative assistants. The other column will be provided by the Employee Recycling Committee, to continue the county's commitment to the environment by providing tips and support for employees on being green.

► Your feedback is important; send comments, ideas and suggestions to lisa.connors@fairfaxcounty.gov or Courier@fairfaxcounty.gov, or call 703-324-3197. ■

Use it or Lose It

Employees are reminded that when making year-end holiday plans, remember to also plan your use of leave.

Personnel regulations allow employees with less than 10 years of service to carry 240 hours of annual leave from one leave year to the next. Employees with 10 or more years of service may carry up to 320 hours of annual leave to the new leave year. No employee may carry more than 240 hours of compensatory leave from one leave year to the next.

Compensatory leave over the maximum at the end of pay period 1 will be forfeited. When the leave cut-back program runs in early January, excess annual leave will be converted to sick leave and added to your existing sick leave balance. If your compensatory leave and/or annual leave balance is nearing the maximum limit, use that leave first when you take leave. You may also use compensatory or annual leave in lieu of sick leave. Note: The use of all leave requires supervisor approval.

One last reminder – every employee eligible to earn leave may use up to 16 hours of volunteer activity leave each year. This leave does not carry over. You must use your 16 hours of volunteer activity leave for leave year 2008 by the end of Pay Period 1. Effective the beginning of Pay Period 2, leave-eligible employees again will be able to use up to 16 hours of volunteer activity leave during leave year 2009. Similarly, leave-eligible employees who have a death in their family may take up to 16 hours of bereavement leave in any given leave year.

Current leave balances are displayed on the employee pay advice each pay period. You also may view your current leave balances in Online Time by entering transaction 13. Press the F6 key to see detailed information on the amount of leave earned and used, as well as current balances. ■

Do You Need to Update Tax Withholding Information for 2009?

Employees are reminded to file an updated Federal Form W-4, Employee Withholding Allowance Certificate (and applicable state income tax withholding form, if necessary) if their filing status (married or single) and/or number of allowances/exemptions (zero or more) has changed.

Your current filing status (married or single) and number of allowances/exemptions (zero or more) is represented on your biweekly pay advice in the top right corner and displayed in online time under personnel and pay information, transaction 005-tax and address change and 009-tax status and pay type.

You can update your filing status and/or number of exemptions by submitting a new W-4 (and applicable state income tax withholding form, if necessary) to the Payroll Division, Department of



File photo.

Human Resources (DHR), or by updating your PRISM online time record utilizing transaction 005-tax and address change. Forms are available from your agency payroll contact; from DHR, Suite 270, 12000 Government Center Parkway, Fairfax; or on the Infoweb at <http://infoweb/hr> (click on forms and select the appropriate employee withholding form).

► If you need PRISM online time assistance, contact the PRISM hot line at 703-324-3400, TTY 711. ■

FY 2009 and FY 2010 Budgets; Lines of Business – Stay Informed:

Budget and Lines of Business Resources

FY 2009 Budget:

<http://infoweb/opa/budget/fy09.htm>

FY 2010 Budget and Lines of Business:

<http://infoweb/opa/budget>

County Executive E-Mails

<http://infoweb/CEX/messages>

Furlough:

HR Central

Call 703-324-4900, TTY 703-222-7314

<http://infoweb/hr/furloughfaqs.pdf>

Reduction in Force (not implemented – this is for reference only):

HR Central

Call 703-324-4900, TTY 703-222-7314

<http://infoweb/hr/rifsummary.pdf> or <http://infoweb/hr/chapter9.pdf>

Focus on Benefits

Saving Money on Prescription Drugs

The county's prescription drug plans offer two ways to save money – generic medications and mail order pharmacy.

Benefits of Generics

Generic medications offer the opportunity to save up to 90 percent over the cost of brand name drugs. These medications are made with the same active ingredients and are generally available in the same strength and dosage as their more expensive brand name counterparts. Generics are also subject to the same Food and Drug Administration testing and quality standards as brand drugs and provide the same therapeutic effects. The decision to use generic medications should be one made by you with guidance from your doctor.

Under the county's prescription drug plans, employees can save from \$10 to \$30 a month on retail co-pays and from \$20 to \$50 for a 90-day supply of medications under the mail order program. Using generic medications also can help the county's efforts to keep health plan costs low.

The chart below shows the difference in cost between some commonly used brand name medications and their generic equivalents.

Brand Name	Generic Alternative	Average Month's Supply	Average Brand Cost (Month's Supply)	Average Generic Cost (Month's Supply)	Cost Difference
Allegra	FEXOFENADINE HCL	30	\$76.96	\$61.66	\$15.30
Celexa	CITALOPRAM HBR	30	\$101.21	\$31.31	\$69.90
Desyrel	TRAZODONE HCL	30	\$107.27	\$6.62	\$100.65
Mevacor	LOVASTATIN	30	\$102.96	\$42.61	\$60.35
Motrin	IBUPROFEN	90	\$42.53	\$7.15	\$35.38
Naprosyn	NAPROXEN	60	\$105.78	\$13.14	\$92.64
Paxil	PAROXETINE HCL	30	\$110.36	\$52.34	\$58.02
Prozac	FLUOXETINE HCL	30	\$218.15	\$24.70	\$193.45
Vasotec	ENALAPRIL MALEATE	30	\$62.46	\$10.79	\$51.67
Wellbutrin	BUPROPION HCL	60	\$117.34	\$39.79	\$77.55
Zestril	LISINOPRIL	30	\$46.23	\$10.28	\$35.95

*Source: CareFirst BlueCross BlueShield – average costs in 2006

In addition to the county's prescription drug plans, many retailers offer savings on certain generic drugs for as little as \$4 a month or \$10 for a 90-day supply. To find out more about these programs and to get a list of medications available, contact your local retailers.

Using Pharmacy Mail Order Programs

CareFirst, CIGNA and Kaiser Permanente offer a mail order option for maintenance medications or prescriptions that are taken on an ongoing basis over an extended period of time. Under the program, medications are delivered by mail at a reduced out-of-pocket cost for a 90-day supply. By using this option, you save money on co-pays, as well as trips to your local pharmacy.

Although high blood pressure or diabetes medications are the most common types of prescriptions filled through mail order, many other medications may qualify. Before changing your prescription from retail to mail order, contact your health plan to find out if your prescription qualifies as a maintenance medication that can be filled through their mail order program. Check your plan's Web site for more information.

Following is contact information to find out more about your health plan's mail

HR Central

HR Central has benefit information.

▶ Call 703-324-3311

TTY 703-222-7314

▶ Visit <http://infoweb/hr/benefits>

order pharmacy program:

CareFirst: Call Argus, CareFirst's pharmacy benefit manager, at 800-241-3371 or go to www.carefirst.com. Once it is verified that a prescription can be filled through mail order, you will order your prescription through Walgreen's Mail Service. To find out how to submit a prescription, go to www.carefirst.com, click on "Prescription Drug Information," then "Order Drugs Online."

CIGNA: Call CIGNA TelDrug at 800-835-3784 and ask customer service for a "quick switch." With the quick switch program, CIGNA contacts your provider's office and coordinates the switch to mail order for you. You also can sign up for TelDrug by visiting www.mycigna.com. If you have not yet registered for myCIGNA.com, you will need to click the register now link.

Kaiser: Call 301-468-6000 or go to www.kaiserpermanente.org – you will need your member ID and password to log in to the site. ■

Savings for CIGNA Participants on Lipitor

Effective Nov. 11, Lipitor is a preferred brand name drug on the CIGNA Open Access Plan formulary list. CIGNA participants now pay a reduced co-payment – \$20 for a 30-day retail prescription and \$40 for a 90-day mail order supply – for prescriptions submitted after Nov. 11. This represents \$20 per month in savings for retail prescriptions and \$40 in savings for a 90-day supply.

With this change, CIGNA joins CareFirst in offering this widely used medication for lowering cholesterol and preventing heart disease as a preferred brand name drug. For Kaiser HMO participants, Lipitor remains a non-preferred medication. ■

Briefs

Disability Awareness and Action Network (formerly known as the Affinity Group for Persons with Disabilities)

The Office of Human Rights and Equity Programs in conjunction with the Fairfax Area Disability Services Board invites employees who have a disability, work with people with disabilities or have experience regarding the rights and needs of people with disabilities to its bi-monthly meeting to discuss employment-related topics and services for people with disabilities. The meeting is Wednesday, Dec. 3, from 1:30 - 3:30 p.m. Government Center, Conference Rooms 2/3.

► For questions and to request reasonable ADA accommodations, contact the Equity Programs Division at 703-324-2207, TTY 703-222-5494.

Don Smith Award Nominations Reminder

The Employees Advisory Council (EAC) is accepting nominations for the Don Smith Award until Nov. 28. The award recognizes individual employees who contribute outside of their normal job duties to the well-being of their fellow workers.

Any county merit employee that has completed the 12-month probationary period may nominate or be nominated for the award. Award recipients will receive an engraved plaque and a cash award of up to \$1,000 at the Jan. 26 Board of Supervisors meeting.

► Nomination forms are available at www.fceac.org, or through EAC representatives, your agency payroll contact or HR Central in the Government Center, Suite 270.

► For more information, contact **Dianne Wimbish** at 703-324-3365, or dianne.wimbish@fairfaxcounty.gov.

Free Class for Older Drivers

A free one-day driving class for ages 55 and up will be held Saturday, Dec. 6, from 8 a.m.- 4 p.m. at the Fair Oaks District Police Station, 12300 Lee Jackson Memorial Highway, Fairfax.

The class will help older drivers adjust driving habits and accommodate declining vision, reflexes and flexibility and avoid traffic accidents. Students receive a certificate upon completion that may entitle them to a discount with many auto insurance providers. Contact your insurance company for information. The course is classroom taught and materials are provided. Registrants should bring a lunch.

► To register, or for more information, contact Crime Prevention Officer **Wayne Twombly** at 703-352-2163.

Planning and Zoning Honor

Sheng-Jieh Leu was honored last month as an allied professional at the 33rd annual awards ceremony of the Northern Virginia Chapter of the American Institute of Architects. He was recognized for his work to promote architectural excellence in Fairfax County through the county's Exceptional Design Awards Program. This program is sponsored by the Board of Supervisors and administered by the Department of Planning and Zoning.

Leu recently retired from the Department of Planning and Zoning after more than 30 years of service.

► For more information on the Exceptional Design Awards Program, go to www.fairfaxcounty.gov/dpz/designawards.



Police Officers to Elect New Trustee

The Fairfax County Police Officers Retirement System will have a four-year term vacancy on the Board of Trustees effective Jan. 1. The position will be filled by election from active duty police officers.

The elected board member attends monthly meetings of the Police Officers Retirement System Board and works with other county retirement boards, the Board of Supervisors Personnel Committee and other agencies. Additional monthly meetings are often required. The board administers a retirement system with more than 1,300 active members and 780 retirees and assets in excess of \$780 million.

Nominations must be received by 4 p.m. on Nov. 26, with a biography up to 300 words and/or a statement about why they want to be a trustee on the Police Officers Retirement System Board. This information will be printed on all ballots.

Submit nominations for the board vacancy to **Robert L. Mears**, executive director, Retirement Administration Agency, 10680 Main Street, Suite 280, Fairfax, VA 22032. Members may nominate themselves.

► Questions regarding the nomination process or the duties of the office may be directed to Mears or **Jack Sahn**, deputy director, at 703-279-8200.

Used Cell Phone Collection

The Fairfax County Commission for Women is collecting used cell phones through December to help victims of domestic violence. Cell phones, cell phone batteries and chargers may be dropped off at the Office for Women and Domestic and Sexual Violence Services, Government Center, 12000 Government Center Parkway, Suite 318, Fairfax.

► For more information call 703-324-5730, TTY 703-324-5706.

Safety & Security Matters

Prepare now for the winter season.

▶ **Winterize your home:** To save on heating bills, make sure there is adequate insulation around walls, attics and crawl spaces. Check the sealing and weather-stripping on all exterior doors and windows. Install storm windows and storm doors. Keep water pipes insulated and know the location of all water valve shut-offs (in case of a pipe leak).

▶ **Heating system:** Check the heating system and have a professional inspect and make sure the system is operating properly and efficiently. Prior to using a fireplace, schedule an inspection of the flue and chimney. Only use a portable heater unit that has been certified by a nationally recognized testing laboratory. Only install and use heaters according to

the manufacturer's recommendations.

▶ **Prepare the exterior:** Make sure gutters and downspouts are free of debris and are draining properly. Check snow shovels and other snow removal equipment. Maintain a supply of sand and similar ice-melting materials for driveways/walkways.

▶ **Check the car:** Check or have a mechanic check the following items on your car: antifreeze levels, windshield wipers, battery and ignition system, brakes, lights and flashing hazard lights, heater, defroster and thermostat. It is also important to maintain tires with adequate tread.

▶ **Fuel:** Always have at least a half tank of fuel during the winter season.

▶ **Clothing:** Plan for several layers of



File photo.

loose-fitting, lightweight, warm clothing rather than one layer of heavy clothing. The outer garments should be water repellent. Protect hands and head with mittens, gloves and a hat.

▶ if you have safety-related questions, contact **Robert Johnson** at 703-324-3043, TTY 711, or robert.johnson@fairfaxcounty.gov. ■

What to do When There Is Winter Weather

Winter weather, such as snow, sleet and icy roads can impact the opening of county offices. In the event of inclement weather, the county executive determines if county offices and facilities will be open, closed or delayed in opening, and if employees receive unscheduled leave or administrative leave. Each of these terms is defined:

▶ **Open:** Usual business hours.

▶ **Delayed Arrival:** There is a delay in the beginning of the workday. Employees are granted emergency administrative leave for the delayed time specified. Employees arriving after that time will be charged unscheduled leave.

▶ **Closed:** County facilities are closed and emergency administrative leave is granted.

▶ **Unscheduled Leave:** During bad weather when county facilities are open, employees may be granted unscheduled leave. Unscheduled leave is compensatory, annual or leave without pay taken by an employee. Prior approval from supervisors isn't required but

employees must call supervisors to let them know.

Employees designated as emergency service personnel must report for work.

▶ **Emergency Administrative Leave:** Paid leave authorized by the county executive.

Employee Notification

During normal business hours, the Department of Human Resources notifies agencies of the county executive's decision for early closings. The Office of Public Affairs provides the closing information outside of business hours.

Delay/Closing Information

▶ **Call:** 703-324-SNOW (7669), 703-246-SNOW (7669) or toll-free: 1-877-SNOWFFX1 (1-877-669-3391).

▶ **Online:** www.fairfaxcounty.gov.

▶ **Or check Channel 16;** the Emergency Alert Notification(EAN) system; and local media.

▶ **More information is available in the Weather-Related Emergency Closings Guide at http://infoweb/opa/guide_for_agencies.htm. ■**

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See Courier online at
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