

## INCLEMENT WEATHER

### Policy:

Due to the nature of the work conducted, all ADH facilities, Local Health Units and offices will remain open regardless of inclement weather, unless the Governor proclaims otherwise. All ADH employees will report to their designated workstations as usual. In the event of a Governor's directive closing all state agencies, the Agency Centers, offices, LHU's and facilities will adhere to the Governor's directive except for those facilities providing direct client care.

This policy establishes the Arkansas Department of Health's (ADH) inclement weather policy and applies to all ADH employees, including employees, supervisors, managers, directors, Deputy Directors and Department Director.

The Department Director, Deputy Directors, Center Directors, Regional Directors, Health District Manager, and the Local Health Unit Administrators are responsible for implementing practices within the Department.

### **Leave Accounting**

Employees should report to work on days declared to be under the Inclement Weather policy, unless the Governor declares state offices closed. If an employee cannot report by the start of his/her regularly scheduled time or cannot report at all, he/she is subject to the following:

- Employees must be at work no later than two hours from their regular start time in order to receive credit for the full day. If the employee arrives within two hours of regular start time, no leave time is charged.
- Employees who arrive more than two hours after their regular start time may elect to use annual leave or accumulated compensatory time for the amount of time the employee is late. Leave Without Pay (LWOP) may be used only when all accrued leave has been exhausted.
- Employees who fail to report to work may elect to use annual leave or accumulated compensatory time for the full day. LWOP will be charged to employees who have exhausted all accrued leave.
- Employees must notify the immediate supervisor or designated official by 10:00 a.m. of the employee's status on an inclement weather day.
- Employees who leave work early before the Inclement Weather policy has been declared will be charged annual leave or accumulated compensatory time for that time. If no accrued leave is available, the employee will be charged Leave Without Pay (LWOP) for that time.



## **Designation of Critical Personnel**

ADH Center Directors will establish and maintain a current list of critical personnel (those deemed necessary to maintain critical services) who will be required to reach their designated work stations by the regular office time regardless of weather related conditions to assure that ADH offices and Local Health Units located throughout the State are open to the public and services are provided. A copy of the current list of critical personnel should be routed to ADH Human Resources, the Deputy Director for Administration, and the Agency COO. Prior designation of such personnel will allow critical personnel to prepare for weather conditions and, if need be, arrange for alternative methods of getting to work. The only time critical personnel will be excused from reporting to work at their regular office opening time is when the Governor has publicly announced the closing of state offices in the Little Rock metropolitan area. Outside the Little Rock area ADH Local Health Unit Administrators, Regional Director, and the Health District Manager will confer with the Agency Director before determining when an office closing is necessary due to severe inclement weather conditions. Where possible, only Fair Labor Standards Act (FLSA) exempt employees will be designated as critical personnel.

Upon public announcement by the Governor's Office that the Governor's Inclement Weather Policy is in effect, this policy will also be in effect. Avoiding undue personal risk, all ADH employees should arrive at their designated work stations at their regular start time but no later than two hours after their scheduled start time. (The two hours is for a grace period from the regularly scheduled start time.) Employees arriving within two hours of their scheduled start time will be given credit for a full day's attendance.

Employees arriving more than two hours after their scheduled start time will be charged either annual leave, compensatory time or leave without pay calculated between their arrival time and their regularly scheduled start time. Employees not coming to work at all will be charged annual leave for a full day's absence. In the event that the employee has no annual leave, he/she will be charged leave without pay (LWOP). Employees unable to report to work due to inclement weather must notify their supervisor or designated point of contact prior to the beginning of their scheduled work day or as soon thereafter as possible.

In the event the Governor closes state offices, the entire day or portion of the day affected will be treated the same as for a holiday. Employees on approved leave when the office is closed will be charged for the leave as it was approved.

### **Little Rock Metropolitan Area (Pulaski County)**

In the event of early morning severe inclement weather conditions in the Pulaski County area, the Governor's Office will determine whether the Governor's Inclement Weather Policy will be placed into effect and will publicly announce its implementation before 6:30 a.m., if possible, via the media. The Agency will be closed only if the Governor's Office announces that state government offices are closed.

When severe weather occurs during regular office hours, the Agency Director has the discretion to allow employees to leave work early for safety reasons. In such instances, employees will suffer no loss of pay or no leave time charged. However, the requirement to maintain designated critical personnel and assure service delivery to the citizens of Arkansas for the full workday will be strictly adhered to.



### **Outside Little Rock Metropolitan Area (Outside Pulaski County)**

In the event of early morning severe inclement weather conditions, the Local Health Unit Administrator, the Regional Director, and the Health District Manager in the area affected will confer with the Agency Director or designee to determine when the inclement weather policy is implemented in the county offices based on weather conditions that may be occurring in their respective parts of the State. The Local Health Unit Administrator will ensure that decisions to implement the inclement weather policy are communicated by means of local media before 6:30 a.m., if possible. Where this approach is not possible, employees should be instructed to immediately contact their supervisor or designated point of contact if they have questions about the implementation of the inclement weather policy.

The Local Health Unit Administrator may close the Local Health Unit or allow employees to leave early only if the County Judge closes the courthouse and other county/state government offices close or allow county/state employees to leave early. The Local Health Unit Administrator will immediately notify the Health District Manager, Regional Director and the Center for Local Public Health in Little Rock of any closings. Regional Offices will follow this same procedure, notifying the Center for Local Public Health. In such instances, employees will suffer no loss of pay or no leave time charged. However, the requirement to maintain designated critical personnel and assure service delivery to the citizens of Arkansas for the full workday will be strictly adhered to.

