

DHS Policy 1016 INCLEMENT WEATHER POLICY

I. Purpose

This document establishes the Department of Human Services inclement weather policy, in compliance with Governor's Policy Directive Seven and compensation guidance from the U.S. Department of Labor. This policy is applicable to all Department of Human Services employees. (Exception: See Section VII)

II. Department of Human Services Will Remain Open Unless Governor Proclaims Otherwise

Due to the nature of the work conducted, Department of Human Services offices will remain open regardless of inclement weather, unless the Governor proclaims otherwise. All Department of Human Services employees will report to their designated work stations as usual. In the event of a governor's directive closing all state agencies, the Department of Human Services offices will adhere to the Governor's directive except for the departmental facilities where there are twenty-four hour staffing requirements for direct client care. (See Section VII)

III. Time Keeping During Implementation of Inclement Weather Policy

- (a) 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 Department of Human Services 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 hour interval is 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.
- (b) 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 a full day's absence. 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 workday or as soon thereafter as possible.
- (c) In the event the Governor closes state offices, employees will not be charged any leave.

IV. Little Rock Metropolitan Area (Pulaski County)

- (a) In the event of early morning severe inclement weather conditions, 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 state maintains a prerecorded telephone announcement notifying employees of the status of the Governor's Inclement Weather Policy at (501) 682-2423.

- (b) When severe weather occurs during regular office hours, the Department of Human Services Director has the discretion to allow employees to leave work early for safety reasons with 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.

V. Outside Little Rock Metropolitan Area (Outside Pulaski County)

In the event of early morning severe inclement weather conditions, Department of Human Services County Administrators will confer with the division director for the Division of County Operations; 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 Department of Human Services County Administrators 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 contact their supervisor immediately or designated point of contact if they have questions about the implementation of the inclement weather policy. Department of Human Services twenty-four hour facility superintendents and administrators should refer to Section VII of this policy.

VI. Designation of Critical Personnel

- (a) Department of Human Services division and office 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 Department of Human Services offices located throughout the state are open to the public and services are provided. 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, Department of Human Services County Administrators will confer with the Division of County Operations Director, or designee, before determining when an office closing is necessary due to severe inclement weather conditions. Department of Human Services twenty-four hour facility superintendents and administrators should refer to Section VII of this policy.
- (b) Where possible, only Fair Labor Standards Act exempt employees will be

designated as critical personnel (Exception: See Section VII).

VII. Exception to the Procedures for Inclement Weather Policy

This policy does not apply to the Department of Human Services twenty-four hour facilities that require twenty-four hour staffing. Divisions and offices maintaining residential facilities will develop procedures that provide twenty-four hour staffing during inclement weather conditions. These procedures will be consistent with DHS Policy 1016, DHS Policy 1007, interpretations from the Department of Finance and Administration, Office of Personnel Management, and the Governor's Policy Directive on Inclement Weather. Approval of the Department of Human Services Director is required prior to implementation.

VIII. Department Contact

Office of Policy and Legal Services
P.O. Box 1437 Slot Number WG3
Little Rock, AR 72203-1437
Telephone: (501) 682-5835

IX. Replacement Notation:

This rule replaces DHS Policy 1016 dated January 30, 2004.