

1016 INCLEMENT WEATHER POLICY

I. Purpose

This document establishes the Department of Human Services (DHS) inclement weather policy, in compliance with the Office of Personnel Management (OPM) Policy # 53 and Governor’s Policy Directive Seven.

II. Exception to the Procedures for Inclement Weather Policy

This policy does not apply to the DHS twenty-four (24) hour facilities that require twenty-four (24) hour staffing. Divisions and Offices maintaining residential facilities will develop procedures that provide twenty-four (24) 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 DHS Secretary is required prior to implementation.

III. DHS Will Remain Open Unless Governor Proclaims Otherwise

Due to the nature of the work conducted, DHS offices will remain open regardless of inclement weather, unless the Governor proclaims otherwise. In the event of a Governor’s Directive closing all state agencies, the DHS offices will adhere to the Governor’s Directive except for the departmental facilities where there are twenty-four (24) hour staffing requirements for direct client care. (See Section II).

IV. Time Keeping During Implementation of Inclement Weather Policy

- (A) In the event the Governor closes state offices, employees will not be charged any leave.
- (B) On days declared to be covered by the inclement weather policy, but not closure, all DHS employees should arrive at their designated work stations at their regular start time but no later than two (2) hours after their scheduled start time. Employees arriving within two (2) hours of their scheduled start time will be given credit for a full day’s attendance.
- (C) Employees arriving more than two (2) 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.

V. 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 DHS Secretary, or designee, 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.

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

In the event of early morning severe inclement weather conditions, DHS 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 DHS 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. DHS twenty-four (24) hour facility superintendents and administrators should refer to Section II of this policy.

VII. Designation of Critical Personnel

DHS Division Directors and Office Chiefs will designate critical personnel who will be required to reach their work stations by the time of regular office opening, regardless of weather related conditions, to assure that offices are open to the public and services are provided. Prior designation will allow critical personnel to prepare for weather conditions, and if need be, provide alternative methods of getting to work.