

## GOVERNOR APPROVES REVISED INCLEMENT WEATHER POLICY

After a study conducted by the Department of Personnel, the Governor has approved a revised policy regarding the possible closing of state offices in cases of extreme inclement weather. Under this new policy, state offices may be closed on a county by county basis. Any closings under this revised policy will be communicated through local media outlets. Following is the full version of the revised policy:

### INCLEMENT WEATHER POLICY (Effective January 20, 1998)

Generally, inclement weather does not warrant the closing of state offices.

Conditions caused by ordinary inclement weather require each employee make a personal judgment regarding his or her ability to travel safely to and from work. Managers should allow employees to use compensatory or annual leave or leave without pay if the employee feels it is not safe to travel. Employees who make the effort and who report within a reasonable period should not be required to use leave for that absence.

Occasionally, extraordinary emergency conditions caused by extreme inclement weather may warrant the closing of some state offices. When such conditions are thought to exist, the Governor or his designee may seek input from designated management officials in the departments of transportation and safety as well as the TEMA prior to making a decision about closing state offices. Any decision to close state offices due to extreme inclement weather should be county-wide and made county-by-county. Communication of any closing decision should be made as quickly as practical by public broadcast media .

Certain employees who are employed by MH/MR facilities, correctional facilities, department of transportation, department of safety, and others which require the employee to maintain the health and safety of others may be required to report to work during periods of ordinary and extreme inclement weather.

Employees who work and/or reside in a county where state offices are closed due to extreme inclement weather will receive administrative leave with pay for regularly scheduled working hours during the period of closing. Employees who must work when offices in their home or work county are closed are eligible for regular compensatory time for hours actually worked during the period of closing up to their regularly scheduled hours for the workday. Hours worked in excess of regularly scheduled hours are compensated as overtime hours at the end of the workweek based on each employee's FLSA status. Such time worked by an executive grade employee should be treated the same as time worked on a holiday.