



# Arkansas Community Correction

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## **ADMINISTRATIVE DIRECTIVE: 16-08 INCLEMENT WEATHER**

**TO: ARKANSAS COMMUNITY CORRECTION EMPLOYEES**

**FROM: SHEILA SHARP, DIRECTOR**

**SUPERSEDES:**

**APPROVED \_\_\_\_\_ EFFECTIVE: January 22, 2016**

**I. APPLICABILITY.** This directive applies to all Arkansas Community Correction employees.

**II. POLICY.** This specifies certain provisions for employees to follow in regards to severe weather.

**III. PURPOSE.** The general policy regarding inclement weather is that ACC does not normally close its offices because of hazardous driving conditions. However, the obligation to provide services to the citizens of the State must be both balanced with the risk of danger to State employees. It is, therefore, appropriate that guidelines reflecting both the needs of our citizens and employees safety are established.

### **IV. DEFINITIONS.**

- A. "Closure" means a temporary stoppage of agency operations due to extreme conditions.
- B. "Critical personnel" means individuals assigned by the ACC Director as essential to operations during curtailment or closure.
- C. "Inclement weather" means extreme weather conditions that interfere with normal agency operations.

### **V. SPECIFIC PROVISIONS.**

#### **A. In the Little Rock Metropolitan Area:**

- In the event of early morning severe inclement weather conditions, the Governor's Office will determine whether the inclement weather policy will be placed into effect and will announce its implementation as soon as possible and should include the affected counties. Employees are not to rely solely on the media and social media regarding delays or closures of state offices.
- On days declared to be covered by the inclement weather policy, all employees should be at their work stations by 10:00 a.m. or the designated time. Employees arriving by 10:00 a.m. or the designated time will be given credit for a full day's attendance. Employees arriving after 10:00 a.m. or the designated time will be charged the full amount of time involved in the tardiness, and employees not coming to work at all will be charged a full day's absence.

- When severe inclement weather occurs during office hours, the Director has the discretion to allow employees to leave work early for safety reasons if the Governor has not announced closure of state offices. Decisions to allow employees to leave work early, however, should recognize the requirement to maintain designated critical personnel and assure service delivery to the citizens for the full work day. Employees who were on the job, and who were allowed to leave early, will be charged leave for that time, unless the Director advises that state offices will close.

The Director may 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.

**B. Offices outside of the Little Rock Metropolitan Area:**

- Area Managers, with the approval of the Deputy Director of Field Services, will determine when the inclement weather policy is implemented based on weather conditions in their assigned Areas of the State. If the Deputy Director of Field Services chooses to delegate this authority, such delegation should be communicated immediately. Employees must contact their immediate supervisor with any questions or concerns when bad weather exists.
- When the inclement weather policy is implemented in an Area outside the Little Rock metropolitan area, the attendance provisions applicable to employees in the Little Rock metropolitan area will be applied to employees in the affected Area.

**C. Twenty-four Hour and Seven-day Facilities:**

- For ACC Centers that are required to be open 24 hours each day or are normally open seven days a week, the Center Supervisor will follow approved policies and procedures that cover facility operations during periods of inclement weather. These policies and procedures should balance the requirements for client care and/or public access against the safety of facility employees. For example, a residential care facility would require staffing regardless of weather conditions whereas a museum facility could be closed if necessary without detriment to the public.

