



Arkansas Department of Military

Cabinet Secretary - Major General Jonathan M. Stubbs,
The Adjutant General

Policy Title: Inclement Weather Policy

Policy Number: 6

Authority: Department of Transformation and Shared Services, Office of Personnel Management,
Policy Title: Inclement Weather, Policy Number: 53 and Ark. Code Ann. § 12-61-106.

Effective Date: June 1, 2023

I. PURPOSE:

This policy establishes the Department of the Military (DOTM) inclement weather policy, in compliance with the Office of Personnel Management (OPM) Policy # 53. This policy supersedes National Guard of Arkansas Regulation 600-8-10 in regards to state employees.

II. POLICY

Due to the nature of the work conducted, **DOTM 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 DOTM offices will adhere to the Governor's Directive.

III. REGIONAL CONCERNS

Inclement weather may not impact every area of the State in which DOTM maintains offices. DOTM employees shall follow the guidelines of their local office, as set forth below.

A. Little Rock Metropolitan Area (Pulaski County)

1. 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. DOTM employees should monitor Arkansas National Guard social media and app for information. 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.
2. When severe weather occurs during regular office hours, The Adjutant General, or his 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.
3. Employees approved for telework will fully maximize teleworking possibilities during inclement weather conditions.

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

4. In the event of inclement weather conditions, The Adjutant General has designated to the Fort Chaffee Maneuver Training Center Commander, the 188th Wing Commander for Ebbing Air Force Base, and the 189th Wing Commander for the Little Rock Air Force Base, respectively, to determine when the inclement weather policy is implemented based on weather conditions that may be occurring in their respective parts of the state. Individuals in these three positions will ensure that decisions to implement the inclement weather policy are communicated as soon as 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.
5. When severe weather occurs during regular office hours, these three individuals have 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.
6. Employees approved for telework will fully maximize teleworking possibilities during inclement weather conditions.

IV. TIMEKEEPING

1. In the event the Governor closes state offices, employees will not be charged any leave.
2. On days the Governor, TAG, or his designee declare a delayed opening and do not close the office, DOTM employees should arrive at their designated workstations no later than two (2) hours after their scheduled start time, unless directed otherwise by Governor, TAG, or TAG designee order. Employees arriving within two (2) hours of their scheduled start time will be given credit for a full day's attendance.
3. 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. DESIGNATION OF CRITICAL PERSONNEL

Individuals may be designated by The Adjutant General or his designee as critical personnel in support of the DOTM mission. Individuals designated as critical personnel will be required to reach their workstations 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. Personnel designated as critical personnel should prepare for weather conditions, and if need be, provide alternative methods of getting to work.