

ARKANSAS SCHOOL FOR THE DEAF AND BLIND

Policy Type	Subject of Policy	Policy No.
Administrative	ARDB Inclement Weather Policy	1021

1. **PURPOSE:** The purpose of this policy is to establish procedures for providing for the security, safety, and welfare of individuals during inclement weather.
2. **SCOPE:** This policy is directed to all employees of Arkansas School for the Deaf and Blind (ARDB).

PROCEDURES WHEN STUDENTS ARE ON CAMPUS:

1. During periods of time that students are on campus, ARDB will remain open regardless of inclement weather. Twenty four-hour coverage will be maintained.
2. Upon public announcement by the Governor's office, that the Governor's inclement weather policy is placed into effect, ARDB Policy 1021 shall be in effect. Under the ARDB Inclement Weather Policy, all employees should arrive at their designated workstations at their regular start time, but no later than two (2) hours after their regular start time. Employees arriving no later than (2) hours after their regular start time will be given credit for a full day's attendance. Employees arriving later than two (2) hours after their regular start time will be charged the full amount of time involved in the tardiness, and employees not reporting 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 contact person at least one (1) hour prior to the beginning of the scheduled workday or as soon as possible after it has been determined that the employee is unable to report to work.
3. When necessary, ARDB may not run buses for day students. In the event that happens, it will be announced on TV channels 4, 7 and 11. It will also be announced on two radio stations: KARN (920 AM) and KSSN (96.5 FM). **THOSE ANNOUNCEMENTS WILL ONLY INVOLVE DAY STUDENTS (NOT EMPLOYEES).**
4. When inclement weather occurs during office hours, the Superintendent will have the discretion to allow employees to leave work early for safety reasons. Employees who are on the job and desire to leave early must have their immediate supervisor's approval and will be charged leave for that time.

Note: Employees may request permission to use their vacation time/personal leave time as appropriate. Superintendent may charge leave-without-pay due to failure to report to duty due to inclement weather if ARDB is open for business. **Sick leave taken during inclement weather requires a doctor's statement.**

PROCEDURES WHEN STUDENTS ARE NOT ON CAMPUS:

1. If there are no students on campus, then all staff is expected to arrive at their designated workstations at their regular start time, but no later than two (2) hours after their regular start time.
2. When the Governor's proclamation is in effect, employees who arrive no more than two hours late will not be charged time. Employees arriving more than two hours late will be charged for the full amount of time involved in the tardiness.

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Note: Employees may request permission to use their vacation time/personal leave time as appropriate. Sick leave taken during inclement weather requires a doctor's statement. Any other leave will be charged as leave-without-pay.

PROCEDURES FOR ARDB EMPLOYEES WITH OFFICES IN OTHER LOCATIONS:

When assigned offices are closed, employee must contact the supervisor by 8:15 a.m. to report which of the following schedules will be followed:

- Request use of a vacation day
- Conduct office work at home. Telephone contact must be possible throughout the workday.

When assigned offices are closed and employee experiences restricted travel while on a trip, the employee may conduct office work in a motel. Telephone contact must be possible throughout the workday. Notify supervisor about revised schedule by 8:15 a.m.

APPROVED BY:

Superintendent, Arkansas School for the Deaf and Blind

Date

Chairperson, Arkansas School for the Deaf and Blind School Board

Date