

OFFICE OF THE MAYOR



JOE A. SMITH
MAYOR
mayor@northlittlerock.ar.gov

PHONE (501) 340-5301
FAX (501) 340-5333

CITY HALL
P.O. BOX 5757
NORTH LITTLE ROCK, ARKANSAS 72119-5757
website: www.northlittlerock.ar.gov

EXECUTIVE ORDER 2013-01

TO: Department Heads

FROM: Mayor Joe A. Smith

DATE: February 20, 2013

RE: Inclement Weather Policy

Effective immediately, the attached document is the inclement weather policy for city employees.

Joe A. Smith
Mayor

INCLEMENT WEATHER

It is imperative that City services be maintained to the fullest extent possible during periods of inclement weather. Inclement weather includes, but is not limited to, storms, snow, ice, sleet, freezing rain, or flood. Employees should make every effort to report to work and/or to remain at work in the event inclement weather occurs during their work schedule. All employees are expected to arrive at the work place at their normal time unless conditions prevent them from doing so safely.

Employees necessary in providing essential services to the public during periods of inclement weather, such as sanding streets, barricading streets, providing customer service, manning telephones, restoring electric power, repairing traffic lights, providing rescue services, and other essential duties shall report to work as scheduled. Employees likely to be called to work in cases of emergency are required to reside within a reasonable commuting distance of their places of work. Reasonable is defined as the ability to commute to work from home of thirty (30) minutes or less.

Commuting distance or routine traffic congestion on roads an employee must regularly travel to work will not be considered an excuse for tardiness, irregular attendance, or failure to report in a timely manner including during periods of inclement weather or emergencies when required.

When the Inclement Weather Policy is in effect, all classified as non-essential employees should arrive at their designated work stations at their designated regular start time or as soon as possible thereafter.

Tardiness may be excused early, up to, but not to exceed two (2) hours without charge to leave. Excused tardiness applies to personnel who have made an effort to arrive at work on time but have been hindered by inclement weather conditions. **It is not a blanket approval to be two (2) hours late.**

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. In this event the employee will be charged either annual leave, compensatory time or leave without pay. 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.**

Non-essential personnel maybe excused early, up to, but not exceed, two (2) hours at the end of the day without charge to leave provided they are at their duty station when the inclement weather policy is put into effect.

In the event the Mayor closes city offices, the entire day or portion of the day affected will be treated the same as for a holiday, however the employee must be available for call back at the contact phone number provided by them to their department. Employees on approved leave when the office is closed will be charged for the leave as it was approved.

The inclement weather policy may be put into effect only by the Mayor or his/her designee. In the event of early morning severe inclement weather condition, a determination will be made before 6:30 a.m., if possible. Once the mayor or his/her designee has declared the inclement weather policy to be in effect, he/she will notify the North Little Rock Communications department. The Communications department will immediately notify by email all department heads and print, television, radio and Internet media outlets. Notification will also be posted on the front page of the city's website and Facebook and Twitter."

Department Heads will designate essential personnel within their department and give notice of the designation to all personnel. Even if the inclement weather policy is in effect or city offices have been closed, any or all employees may be called to report to work if their services are needed.