

ARKANSAS SCHOOL FOR THE DEAF

<u>Policy Type</u>	<u>Subject of Policy</u>	<u>Policy No.</u>
Administrative	ASD Inclement Weather Policy	1022

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

PROCEDURES WHEN STUDENTS ARE ON CAMPUS:

During periods of time that students are on campus, ASD will remain open regardless of inclement weather. Twenty four-hour coverage will be maintained.

When students are on campus, the Superintendent shall decide when employees are expected to start their shifts. If the ASD Inclement Weather Policy is placed into effect, notice shall be given on local TV channels and <http://www.arschoolforthe deaf.org>. Shift-specific information will advise all A, B, and C shift employees of their expected arrival time. All employees should make every effort to arrive at their designated work stations at their regular start time, but no later than the time specified by the Superintendent. Employees arriving no later than their specified arrival time will be given credit for a full day's attendance. Employees arriving later than their designated 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.

When inclement weather occurs during office hours, the Superintendent will have the discretion to allow employees to leave work early for safety reasons. If, however, allowing those employees to leave would create a lack of supervision for students, such permission will not be granted.

Those employees arriving at their regularly assigned time will be credited with an equal amount of time.

Note: Employees may request permission to use their vacation time/personal leave time as appropriate. In accordance with Act 835 of 2003, the Superintendent may charge leave-without-pay due to failure to report to duty due to inclement weather if ASD is open for business.

PROCEDURES WHEN STUDENTS ARE NOT ON CAMPUS:

If there are no students on campus, then all staff is expected to arrive no later than the time the Governor states in his/her proclamation (e.g. 10:00 am).

When the Governor's proclamation is in effect, employees who arrive no later than the time the Governor states in his/her proclamation will not be charged time. Employees arriving after the stated time 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.

PROCEDURES FOR ASD 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:

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

APPROVED BY:

Superintendent, Arkansas School for the Deaf

Date

Chairperson, ASD Board of Trustees

Date