

**STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS**

**INTEROFFICE COMMUNICATION**

**TO:** Department Directors and Agency Heads  
Associate Directors and Assistant Directors  
Human Resources Administrators  
Key Personnel Officers  
Chief Payroll Officers  
Labor Union Officials

**FROM:** Richard A. Licht   
Director  
Department of Administration

**DATE:** January 21, 2014 (Tuesday)

**SUBJECT: ADVERSE WEATHER/SNOWSTORM - TUESDAY, JANUARY 21, 2014 -  
WEDNESDAY, JANUARY 22, 2014: NORMAL SCHEDULED WORKDAY - NO  
STATE OF EMERGENCY - NO CLOSURE OF STATE GOVERNMENT**

This communication is to emphasize that the State of Rhode Island will remain in full operation during the snowstorm scheduled to begin on Tuesday, January 21, 2014 concluding on Wednesday, January 22, 2014. Accordingly, the "Inclement Weather/Emergency" clause in various collective bargaining agreements is not applicable.

In the alternative, for effected operations and effected employees, the attached policy dated January 21, 2014 entitled "Policy on Adverse Weather Conditions and/or Other Unusual Conditions" will be in effect for shifts beginning at 2:52 PM on Tuesday, January 21, 2014 through Wednesday, January 22, 2014 at 12:00 PM, subject to supervisory approval.

Communicate this directive to all effected divisions within your agency.

For payroll purposes, Tuesday, January 21, 2014 and Wednesday, January 22, 2014 shall be treated as normal scheduled workdays.

RAL/  
Attachment

# STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

## INTEROFFICE COMMUNICATION

**TO:** Department Directors and Agency Heads  
Associate Directors and Assistant Directors  
Human Resources Administrators  
Key Personnel Officers  
Chief Payroll Officers  
Labor Union Officials

**FROM:** Richard A. Licht   
Director  
Department of Administration

**DATE:** January 21, 2014 (Tuesday)

**SUBJECT:** **Policy on Adverse Weather Conditions and/or Other Unusual Conditions and Alternative Worksite Policy**

### **POLICY ON ADVERSE WEATHER CONDITIONS AND/OR OTHER UNUSUAL CONDITIONS**

The determination as to when adverse weather conditions and/or other unusual circumstances exist and thus permit the application or implementation of the following policy, will be solely by the Director of Administration or the State Personnel Administrator.

In the event employees are unable to report for work on a regular scheduled workday, or are unable to complete their work schedule because of adverse weather conditions and/or other unusual circumstances, such absence shall be recorded as either annual leave, personal leave, or leave without pay at the employee's option.

Any request for sick leave at such times must be considered in accordance with the pertinent provisions of applicable union contracts and/or State Personnel Rules, and/or State Law. Appointing authorities are reminded to continue to exercise prudence in authorizing such requests.

The above policy will not affect in any way the pertinent provisions of applicable union contracts.

In the event of extreme heat, inoperable heating, inoperable air conditioning, or other emergency conditions, the problem and possible alternatives are to be discussed with the Personnel Administrator. Appointing Authorities are reminded that under no conditions are employees to be released from work without the express approval of the Director of Administration or the Personnel Administrator. This includes early closings, late openings, or other shutdowns of agency operation.

Additionally, each Department Director is responsible for the adherence to the attached Alternative Work Site Policy which has been developed to address the needs of individuals with disabilities.

There is a need to provide equitable treatment to all employees. Therefore, I would appreciate your assistance in the implementation of these policies.

**ALTERNATIVE WORK SITE POLICY**

In an effort to ensure safe and adequate access to public buildings (i.e. those owned/occupied by the State of Rhode Island) for all individuals, including those with disabilities, it is the policy of this state to comply with the rules and regulations of the Occupational Safety and Health Act of 1970 (OSHA) (29 USC 651 et seq.), the Americans with Disabilities Act (ADA) (29 USC 12101 et seq.), the Rhode Island Handicap Discrimination Law (42-87 et seq.) and any other law(s) pertaining to this matter.

Because no "qualified individual with a disability" shall by reason of such disability, be precluded from reporting for duty, it shall be the responsibility of each Department Director to ensure compliance.

Therefore, every attempt will be made, as expeditiously as possible, to keep all **paths of travel** (i.e. facilities, buildings, grounds) free from hazardous conditions of any kind. Particularly, this effort will include ensuring that the "exterior path of travel" leading into each facility is **clear of obstruction including prompt treatment/removal of excessive ice and snow.**

If, however, conditions exist that have been deemed to be hazardous that may prevent an individual employee with a severe impairment from being able to report to work, he/she may telephone/contact his/her supervisor to request an **alternative work site** for that day. (Alternative work sites do not include working at home for that day).

It is the responsibility of each agency to:

- (1) **identify alternative work site(s)** for an individual employee(s) with a severe impairment that would prevent reporting to the regular work site in these circumstances; and
- (2) **inform the employee(s) of specific procedures** to follow upon reporting to such work sites (i.e. reporting/telephoning/emailing the supervisor; requesting further information/guidance from the supervisor at pre-determined times throughout the day).

For purposes of this policy, the following definitions provide guidance:

- **path of travel** is defined as a continuous unobstructed path connecting all accessible elements and spaces of a building or facility. A "path of travel" may be exterior or interior.
- **exterior path of travel** may include sidewalks, parking access aisles, curb ramps, crosswalks at vehicular ways, walks, ramps, and lifts.
- **interior path of travel** may include corridors, floors, ramps, elevators, lifts, and clear floor space at fixtures.

\*\*\*\*\*