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: Michael DiBiase
Director
Department of Administration

DATE: February 2, 2015 (Monday)

SUBJECT: **ADVERSE WEATHER/SNOWSTORM – 8:30 AM through 4:30 PM MONDAY, FEBRUARY 2, 2015: NORMAL SCHEDULED WORKDAY – NO STATE OF EMERGENCY – NO CLOSURE OF STATE GOVERNMENT**

This communication is to emphasize that the State of Rhode Island will be open under normal operations on Monday, February 2, 2015. Accordingly, the "Inclement Weather/ Emergency" clause in various collective bargaining agreements is not applicable.

In the alternative, for affected operations and employees, for shifts beginning 8:30 AM through 4:30 PM on Monday, February 2, 2015, employees who are unable to report for work on a regular scheduled workday because of adverse weather conditions, or are unable to complete their work schedule because of such conditions, may record such absence as either annual leave, personal leave, or leave without pay at the employee's option subject to supervisory approval.

Any request for sick leave during this period 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 will not affect in any way the pertinent provisions of applicable union contracts.

In the event of extreme cold, inoperable heating, or other emergency conditions, the problem and possible alternatives are to be discussed with the Personnel Administrator. Appointing Authorities are reminded that <u>under no conditions</u> 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.

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

Additionally, each Department Director is responsible for the adherence to this directive. There is a need to provide equitable treatment to all employees. Therefore, I would appreciate your assistance in the implementation of this communication. Please communicate this directive to all affected divisions within your agency.

For payroll purposes, normal work schedules are in effect on Monday, February 2, 2015.

MPD/mm