



# OFFICE OF ADMINISTRATION

## ADMINISTRATIVE POLICY

POLICY TITLE: <b>Hazardous Travel</b>	AUTHORIZED BY: <b>Kenneth J. Zellers</b> <b>Commissioner</b>
POLICY : <b>B-15</b>	PAGE: 1 of 2
ISSUED: <b>January 1, 1996</b>	REVISED: <b>December 15, 2022</b>

### **I. Scope**

This policy describes the procedures to follow when the Commissioner of Administration (“Commissioner”) implements the Hazardous Travel Policy (“policy”) during an extreme case of inclement weather and is limited to the specific geographic regions identified. Due to the importance of the services provided by the Office of Administration (“OA”) and its customers and to ensure continuity of operations, this policy recognizes that even in extreme cases of inclement weather or resulting road/traffic conditions, state operations must continue, and employees who are unable work due to inclement weather or hazardous traffic conditions may be permitted to take leave.

### **II. General Statement**

In cases of extreme inclement weather, the Commissioner, in consultation with the Governor, will implement the Hazardous Travel Policy. In determining when to implement the policy, the Commissioner, in consultation with the Missouri State Highway Patrol and the Missouri Department of Transportation, will consider the following: (1) forecast weather conditions; (2) current and anticipated road conditions; (3) public transportation; (4) actions by other major employers in the affected area; and (5) location of remote state operations.

The specific geographic areas affected will be identified when implementing this policy and apply to only those designated areas.

### **III. Employee Work Schedules and Leave Policies**

- A. Employees who are designated to provide critical services will be expected to report to work. Employees performing critical services must be designated as such by the Commissioner or their division director.
- B. Employees who are not designated as providing critical services who are delayed or prevented from reporting to work due to inclement weather or who wish to leave work early due to worsening weather or road conditions must notify their supervisor to report the absence or receive approval prior to departing the work area.
- C. Employees who are absent from work or unable to work due to inclement weather or poor road conditions while the policy is in effect in their geographic area, may account for the absence by one of the following methods with the approval of their supervisors:



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1. Using accumulated compensatory time;
  2. Using accumulated annual leave;
  3. Adjusting their work schedule within the current work week or within the same work pay-period, without incurring overtime. Due to the nature of an individual employee's duties, make-up work may not be an available option; or
  4. Requesting leave without pay only if accrued leave balances are exhausted.
- D. An employee who has the ability to work in an alternative location but who is not a member of an approved state distributed team may seek advance approval from their supervisor to work in an alternative location. A supervisor may grant the request if the supervisor determines that the work is needed to ensure continuity of operations and the employee's job responsibilities can in fact be done in an alternative location. Due to the nature of an individual employee's duties, remote work may not be an available alternative. The supervisor may authorize the team member to work in an alternative location for a full or partial day. Individuals are expected to accurately capture time worked and should take leave as outlined above if an employee does not work a full work day. This authorization is limited solely to the duration of the implemented hazardous travel policy.
- E. Employees on an approved state distributed team should not be impacted by the activation of the policy and will be expected to work as normal. Should a distributed team member be unable to work due to a connectivity issue, such as loss of power or internet usage, etc., the team member should notify their supervisor. Individuals are expected to accurately capture time worked and should take leave as outlined above if an employee does not work a full work day.

#### **IV. Communicating Decisions Regarding Hazardous Travel Policy**

The implementation of the Hazardous Travel Policy due to inclement weather will be announced through local radio or television news or through OA's normal communications procedures.