

# Procedure: 3.3.11p. (II.C.11)

## Severe Inclement Weather

**Revised:** November 15, 2016, April 23, 2001  
**Last Reviewed:** November 15, 2016  
**Adopted:** July 1, 1986



### I. PURPOSE:

Whenever it is determined that the health or safety of citizens, clients, or employees would be placed at risk or that conditions or events prevent performance of regular operations, services or responsibilities assigned to a state agency, closure of an agency or a subsection thereof may be deemed necessary.

### II. RELATED AUTHORITY:

O.C.G.A. § 20-4-11 – Powers of the Board  
O.C.G.A. § 20-4-14 – TCSG Powers and Duties  
State Policy on Inclement Weather and Emergency Closure  
State Board POLICY: 3.3.11. Severe Inclement Weather

### III. APPLICABILITY: n/a

### IV. DEFINITIONS: n/a

### V. ATTACHMENTS: n/a

### VI. PROCEDURE:

The Governor shall make decisions regarding the conditions affecting the closure of all agencies statewide or within a geographic region. The heads of the Department of Transportation, in situations regarding inclement weather, and the heads of the Department of Public Safety and the Department of Administrative Services (with input from the Georgia Emergency Management & Homeland Security Agency, as necessary) will confer and make recommendations to the Governor regarding agency closures statewide or within a geographic region. Decisions regarding conditions affecting the System Office shall be made at the discretion of the Commissioner. Decisions regarding conditions affecting the technical college shall be made at the discretion of the President with notice to the Commissioner.

If inclement weather or other emergency conditions affecting all agencies statewide or within a geographic region develop during the workday, agencies will be notified of any authorized changes to normal work hours. The System Office may have to forward such notice to the technical colleges. If such conditions develop during the night and warrant delayed opening or official closing, official announcements will be made by the Governor through the following media outlets:

**In Metropolitan Atlanta:** Television Broadcast Station WSB (ABC) Channel 2, and Radio Stations WSB 750 AM and WSB 95.5 FM shall serve as official notification stations.

**In Areas Outside Metropolitan Atlanta:** Local Radio Stations that are part of the Georgia Public Radio Network (GPB) will carry official announcements. Agencies with operations outside of metropolitan Atlanta are encourage to identify appropriate network member stations in the areas of need and communicate specific tuning information (or other instructions, such as a phone number to call) to employees in those areas.

Employees and students should be directed to listen to one of the above stations for information about alternate work hours or building closures, and should be reminded that announcements on other stations may not be accurate. In the absence of official notification of delayed opening or office closure, employees are expected to report to work on time or contact their supervisor or other appropriate agency personnel as directed by their agency head. The Commissioner, for System Office employees, or the President, for technical college employees, is responsible for determining the appropriate method of communicating closures that affect only their agency.

Employees who are not directly affected by the conditions warranting closure, or who are not scheduled to work during such times, shall not accrue any right to, and shall not be compensated in any manner for any absence that may be authorized for the employees directly affected.

**VII. RECORD RETENTION: n/a**