

# University Closure for Inclement Weather and Other Emergencies

**Original Implementation:** June 1, 1990

**Last Revision:** November 7, 2016

In the event inclement weather or other conditions impede the normal operations of the university, the president may declare an emergency, cancel/delay classes, and close university offices for an appropriate period. The president's decision may be provided to the news media by the University Marketing Communications office and broadcast by the Department of Public Safety via the JackAlert Campus Notification System. In the absence of a specific announcement otherwise, faculty, staff and students should assume normal operation of the university.

If the president declares an emergency, cancels/delays classes, and/or closes university offices, certain critical areas shall be required to continue operations. These are:

1. Department of Public Safety - Employees designated by the executive director/chief of police.
2. Physical Plant - Employees designated by the director of the physical plant department.
3. Residence Life - Employees designated by the director of residence life.
4. Student Center - Employees designated by the director of student services.
5. Any other area deemed critical by an appropriate vice president.

Employees who are required to report to work during the period the university is closed may receive compensatory time. Employees who voluntarily report to work during the period the university is closed shall not receive compensatory time. Employees who are on vacation or sick leave during the period the university is closed will not be charged for leave.

The provisions of this policy apply to all employees, regardless of the nature of their employment or the time of their work shift.

**Cross Reference:** None

**Responsible for Implementation:** President

**Contact for Revision:** Vice President for University Affairs

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs