



University Closure for Inclement Weather and Other Emergencies

Purpose

This policy establishes procedures for Stephen F. Austin State University in the event of inclement weather or other emergencies.

Persons Affected

This policy applies to all SFASU employees, faculty, students, visitors, volunteers, contractors, or vendors.

Policy

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 University Police Department 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.

Procedures

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

1. University Police Department - 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 and Student Center - Employees designated by the Assistant Vice President of Campus Living, Dining, and Auxiliary Enterprises.
4. Any other area deemed critical by an appropriate Vice President or President's cabinet member.

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.

Related Statutes or Regulations, Rules, Policies, or Standards

None



Responsible Executive

President; Vice President of Student Affairs, Vice President for Finance and Administration

Forms

None

Revision History

September 1, 2023 (original)