

University Closure for Inclement Weather and Other Emergencies

Original Implementation: June 1, 1990

Last Revision: October 31, 2022

Purpose

This policy establishes procedures for the university in the event of inclement weather or other emergencies.

General

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.

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. 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 Executive Director 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.

Cross Reference: None

Responsible for Implementation: President

Contact for Revision: Vice President of Student Affairs, Vice President for Finance and Administration

Forms: None

Board Committee Assignment: Academic and Student Affairs

Revision History: October 28, 2019
 November 7, 2016
 October 21, 2013
 October 18, 2010