



BUSINESS POLICY AND PROCEDURE MANUAL	Date Issued: 9/90	Revision Date: 6/03	Page: 1 of 1
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	Section: PERSONNEL		
Subject: SEVERE WEATHER			

GENERAL STATEMENT OF POLICY

It is the policy of the University to maintain its teaching, public service, and operational activities in accordance with established schedules. To this end, the suspension or cancellation of classes or the temporary suspension of campus operations will be avoided whenever possible.

The University is an adult community. Contrary to elementary or secondary schools, the University does not abandon its operations to prevent small children from potential travel or weather hazards. Students, faculty, and all staff are urged, however, to use discretion and judgment not to endanger individual safety. In the event of an emergency, one should weigh the risks of travel to and from the place of study or work carefully, utilizing the best available public news disclosures or phone calls to University offices able to be open.

Should the entire community come under a state of emergency, the University will follow stated emergency procedures.

The Vice President for Finance and Administration is responsible for developing operating procedures to implement this policy.



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OPERATING PROCEDURES

1. The President of the University is authorized by the Board of Regents to temporarily suspend operations of the University in the event of an emergency. The President may delegate authority to suspend academic operations to the Provost. The President may delegate authority to the Vice President for Finance and Administration to suspend financial, personnel, or other operations when appropriate.

Suspending or rescheduling of individual events, activities, plays, athletic games, or programs shall be the responsibility of the person authorized by the Provost or Vice President for Finance and Administration to schedule the event.

2. In the event University classes are cancelled due to a state of emergency such as severe weather, offices shall also be closed. All work responsibilities for staff members will cease except those essential functions such as duties assigned to the Public Safety Office and Facilities Management. Other employees needed for work will be contacted by their supervisors. The major administrator is responsible for seeing that work is finished and employees are notified. If no announcement is made on local media, then employees should assume that work is to continue as planned.
3. Loss of work time because of severe weather when the University is in operation is considered an absence. If vacation is not available or used, leave without pay will be charged for the time of absence. Staff should consult with supervisors about the proper way to complete the Leave Report.
4. Local news agencies will be notified by authorized University officials of any change or suspension of University events or operations. In the unlikely case that the entire University operations should be temporarily suspended, it should be anticipated that a normal schedule will follow on the next business day.