

UAM OPERATING PROCEDURE 215.1

INCLEMENT WEATHER AND EMERGENCY SITUATIONS (Governor's Policy Directive-7)

The general policy regarding inclement weather is that the University does not normally close its offices because of bad weather. However, the obligation to provide services must be balanced with the risk of danger to University employees. Therefore, guidelines which reflect the need for services and employee safety must be established.

The following individuals will be responsible for making the decision concerning any cancellation of classes or closing each campus/location indicated:

Chancellor – Monticello campus and all off campus sites

Vice Chancellor for College of Technology at Crossett – Crossett campus

Vice Chancellor for College of Technology at McGehee – McGehee campus and AHEOTA location

Each person responsible for the decision will collaborate with the University Police Chief to make the campus announcement using UAMAlert. The University Police Department will notify regional media outlets. In addition, the announcement will be posted to the UAM News Facebook account by the Office of Media Services and to the University's website.

Key Terms:

Inclement Weather shall mean the existence of extreme climatic conditions (including but not limited to rain, hail, snow, high winds, cold, extreme high temperature or any combination thereof) by virtue of which it is not reasonable or safe to travel.

Other Emergency Situations shall mean those that pose an immediate risk to health, life, property, or environment relative to institution work sites.

Remote Work shall mean a work alternative for employees whose job responsibilities are suited to an arrangement where the employee may work from home or another location. Remote work must be approved by the employee's department head and other campus leadership based on campus policies and the duties must be measurable and quantifiable to ensure job duties are performed.

Inclement Weather Categories consist of delayed opening, early dismissal, closure. These categories define how the overall operations of the institution are impacted during inclement weather or emergency situations.

Delayed Opening – The institution will not open for business at the normal time.

Early Dismissal – The institution will be closed for business earlier than the normal set time.

Closure – The institution will be closed for business to both employees and the public.

When the University is closed, vice chancellors are responsible for seeing that necessary services are provided in their respective areas. On days declared to be covered by the inclement weather policy, all employees (except those designated as “essential workers”) should be at their workstations by the specific announced time. Employees arriving by the designated time and working the remainder of the day will be given credit for a full day’s attendance. Employees arriving after the designated time will be charged the full amount of time involved in the tardiness, and employees not coming to work at all will be charged a full day’s absence. When severe inclement weather occurs during office hours, Executive Council personnel will have the discretion to allow employees to leave work early for safety reasons. Executive Council personnel will recognize the need to maintain designated “essential workers” to ensure essential services. Employees who were on the job and were allowed to leave early, will not be charged leave for that time.

Essential Workers:

Additional essential workers can be designated on a temporary basis at the request of the appropriate Executive Council member.

Exempt essential workers (those employees who are not eligible for compensatory time) will receive no additional compensation or time off will be awarded for reporting to work during IW/ES; however, to support the safe travel of our employees, a two-hour grace period may be allowed to ensure employees can get to work or get home safely. Exempt employees will not report hours worked through time tracking as they are exempt.

Non-exempt essential workers (those employees who are eligible for compensatory time) who work during IW/ES will be compensated at the premium pay rate of pay (time and a half) for their hours worked during IW/ES. These employees will not bank any time off for the inclement weather day; they will only be compensated at the premium rate of pay. Non-exempt employees must report actual hours worked through Workday time tracking.

Instructions on how to process the inclement weather time for all employees (essential and non-essential workers) will be provided by the HR / Payroll Office when each inclement weather event occurs. Departments may adjust the work schedules of their essential workers in response to inclement weather situations.

NOTE: Employees are not expected to place work attendance above personal safety. It is ultimately the employee's responsibility to exercise judgment as to whether travel to or from work is appropriate for them at the time.

Revised: December 19, 2022

Revised: January 27, 2020

Revised: February 20, 2018

April 9, 2013