



Angelo State University
Operating Policy and Procedure

OP 52.20: Staffing During Inclement Weather or Adverse Conditions

DATE: May 10, 2013

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to establish procedures for staffing university operations during inclement weather or adverse conditions.

REVIEW: This OP will be reviewed in April of odd-numbered years by the director of human resources with recommended revisions forwarded through the vice president for finance and administration to the president by May 15 of the same year.

POLICY/PROCEDURE

1. Policy

For the purposes of this policy, the term adverse condition is used to describe inclement weather or other factors (e.g., weather, bomb threats, power outage, etc.) that create an actual or potential adverse impact on the delivery of the university's operations and services.

The university will remain open during adverse conditions unless conditions are such that:

- a. The majority of students, faculty, and staff are unable to safely travel on city streets or other thoroughfares leading to the campus due to inclement weather or adverse conditions;
- b. A fuel, water, or energy curtailment to the university causes a critical shortage of natural utilities; and/or,
- c. Portions of the campus are determined to be unsafe.

In the case of severe weather, the president or designee determines the need to close the campus or to keep it open. For other types of adverse conditions, the president, with the advice and counsel of members of the executive staff, will determine the procedures to be followed based on the existing circumstances.

2. Essential Personnel

Essential personnel are employees who have been designated as critical to the operation of the university and whose presence is required regardless of the existence of an emergency condition or university closing, and whose absence from duty could endanger the safety or well-being of the campus population and/or facilities.

[Major revisions: May 10, 2013]

- a. Department heads/chairs and division vice presidents are responsible for ensuring that those designated individuals know, in advance and prior to any inclement weather or adverse conditions, that they have been identified as essential personnel for the operations of the campus.
- b. While the recommendations below provide a guideline for the identification of essential personnel, the president, provost, and vice presidents have the ultimate discretion to add or remove personnel from this list because of extenuating business need, unforeseeable circumstance, or other justifiable matters of significance.
- c. Typical positions that ensure the safety of our students, employees, and university property include:
 - (1) University president
 - (2) University police
 - (3) Residence life employees
 - (4) Facilities employees
 - (5) University clinic and counseling services employees
 - (6) Food services
- d. Employees may be designated as essential personnel on a situational basis and designations can be changed at any time depending on the needs of the university.
- e. Any positions that have received an essential personnel designation should have this designation notated on the official job description on file with the Office of Human Resources.

3. Communication Regarding Inclement Weather Conditions

Severe weather in the form of thunderstorms, damaging hail, high winds, and tornadoes are a threat to the Angelo State community. The university maintains several warning and alert systems for use in the event major storms or other disasters threaten our community.

Currently, the university utilizes the ASUAlert system that allows time-sensitive emergency notifications to be sent via voice messages, text messages, and university e-mail to faculty, staff, and students. Although ASUAlert assists in providing a safer environment, enhancing emergency preparedness and keeping the campus community more informed, the unpredictability of weather conditions does not always provide for adequate warning.

4. Time Reporting

The university has the discretionary authority to determine how to post time when it closes because of inclement weather or adverse conditions. The following guidelines will be used:

- a. Hourly (non-exempt) employees who have been designated as essential personnel and who work during emergency closings should track the hours worked during the closing as regular hours worked for time reporting purposes. In addition to the regular hours worked during the university closing, these personnel will be granted equivalent/compensatory time for the normal hours involved in the university closing.

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- b. Employees who have been designated as essential personnel but who do not report to work and do not have valid reason will not be credited with the number of normal hours involved in the emergency closing and will be charged for leave without pay during the emergency period.
- c. An employee who has not completed his or her scheduled hours when the university closes should receive emergency leave time because the university was closed while the employee was scheduled to work.
- d. If an employee is on sick or vacation leave and the university closes because of an emergency condition, the employee should receive emergency leave for the hours granted for the emergency closure.
- e. Hourly employees will report emergency leave granted because of a university closure in the Emergency (Other) category on the web time entry system.
- f. Under normal circumstances, salaried (exempt) employees need not report the emergency leave on their monthly leave reporting. However, if a salaried employee is on sick or vacation leave when the university experiences an emergency closing, they may subtract the number of hours granted for the emergency closure from the hours they report under their sick or vacation leave for the day that the closure occurred. Comments should be added to the leave report explaining the reduction in sick or vacation hours taken.
- g. When an employee is temporarily working in the same metropolitan area (for example, presenting or attending training) and the university closes, the employee should receive equivalent or compensatory time for working.
- h. When an employee is temporarily working in another metropolitan area (for example, presenting or attending training) and the university closes, the employee should not receive equivalent or compensatory time for working.
- i. When the university closes but satellite offices in other locations remain open, employees in those offices do not receive emergency leave or compensatory time off.