

Arkansas State University - Jonesboro

Effective Date: 07/01/96

Number: 03-02

Section: Administration

Subject: Inclement Weather

The University remains open for all academic classes and all other services during inclement weather except in extreme circumstances. Any decision to close the University or to delay or cancel classes is made solely by the Chancellor. The University will notify the local news media to publicize the closing. All those who travel to the campus should use good judgment in making travel arrangements during inclement weather.

On those occasions when severe weather occurs and the University remains open, all employees are expected to meet their employment obligations and to arrive for work on time. Employees are expected to notify appropriate administrative personnel of the inability to get to campus or of a late arrival.

In the unusual event that the University is closed, employees of designated departments providing essential services are expected to report to work. Such departments include but are not limited to University Police Department, Facilities Management, Food Services and Student Affairs Maintenance. Employees uncertain of whether their presence is required should contact their supervisors.

Individual departments are responsible for designating "weather or event essential personnel" and ensuring that all such employees are aware of their responsibilities.

In general, inclement weather may affect the operating status of the University in three possible ways as detailed below:

A. Delayed Opening: During a delayed opening, University officials will publicly announce the specific time at which the University will open. All academic classes regularly scheduled to begin prior to the delayed opening time will be cancelled and will not meet; all remaining day and evening classes will commence at their regularly scheduled time. All offices and regular business operations will open at the specified delayed time.

Under a delayed opening, the delayed opening time will apply to all University classes, offices and regular business operations and will be determined with each incident of inclement weather. Employees who are not identified as "weather or event essential personnel" are expected to arrive at work by the designated opening time; if they do so, they will not be charged for late arrival. Any employees, other than weather or event essential personnel, arriving after the designated time will be

charged the full amount from the designated starting time until their arrival. Employees, other than weather or event essential personnel, who do not come to work will be charged for the time from the designated start time until the end of that day's regularly scheduled time.

Employees whose shift begins after the delayed opening time should report to work as regularly scheduled. Employees designated as "weather or event essential personnel" should report by their regularly scheduled start time regardless of the announced delayed opening, unless advised otherwise by their supervisor. "Weather or event essential personnel" arriving after their scheduled start time will be charged the full amount of time that they are late, and employees not coming to work will be charged a full day's absence. Weather or event essential personnel who fail to report may receive disciplinary action.

- B. Early Dismissal: In the event of an "Early Dismissal", the University will cease all academic classes and regular business operations at a publicly announced time. In such an event, all remaining day and evening classes will be cancelled after the specified time.**

In the event of an Early Dismissal, the designated Early Dismissal time for University classes, offices and business operations will be determined with each incident of inclement weather. Employees who are not identified as "weather or event essential personnel" will be dismissed to go home and will not be charged any leave for the balance of the employee's work day. Employees who leave earlier than the designated dismissal time will be charged leave for the full amount of time that they are absent prior to the dismissal time and employees who do not come to work will be charged for all time they are absent until the designated dismissal time. "Weather or event essential personnel" are expected to remain at work as regularly scheduled, unless otherwise directed by their supervisor. Employees who have not been identified as "weather or event essential personnel" who have shifts beginning after the designated early dismissal time should not report to work.

- C. Closure: In the event of a "Closure," all day and evening classes will be cancelled. All offices and regular business operations will be closed.**

If inclement weather conditions warrant a decision to cancel classes and close offices and regular business operations, employees who have not been designated as "weather or event essential personnel" should not report to work, and will not be charged any leave. Weather or event essential personnel are expected to report to work as regularly scheduled, unless otherwise directed by their supervisor.

Weekends

If inclement weather occurs during a weekend, University officials will determine if a delayed opening, early dismissal or closure is necessary, as applicable to weekend operations. Non-weather essential personnel and "weather or event essential personnel" will follow the appropriate procedures (as listed above) for the respective situation.

Athletics and Other Special Events

Upon the determination of the Chancellor, in consultation with appropriate University officials, certain previously scheduled public events such as athletic contests or artistic performances may be conducted during times of University closure. Weather or event essential personnel will be expected to report to work as regularly scheduled, unless otherwise directed by their supervisor.

Compensation for Weather or Event Essential Personnel

Non-exempt classified staff designated as weather or event essential personnel who report to work at their scheduled time when the University is closed due to inclement conditions will receive the equivalent compensatory time for hours worked under 40 hours per week, to be taken at a later date as approved by their supervisor.

Non-exempt classified staff designated as weather or event essential personnel who report to work at their scheduled time when the University is closed due to inclement conditions will receive compensatory time at time and a half for all hours worked over 40 hours per week.

Exempt classified and non-classified employees who are designated as weather essential in response to inclement weather situations will receive equivalent hour-for-hour time off for all hours worked in relation to the inclement weather.

Any classified or non-classified employee who is designated as weather or event essential but does not work during an inclement weather event will not receive additional time off and will be charged annual leave for the time missed if their presence was required during the inclement weather event.

Only employees designated as weather or event essential personnel will receive additional time off at a later date when the University's operating status is affected by inclement weather.

Individuals who work during inclement weather will record their time through the official University timekeeping system. Exempt classified and non-exempt employees will record their time in the same manner as classified non-exempt staff, except that all time will be recorded as equivalent hour-for-hour, regardless of the number of hours worked over 40 hours per week.

Approved by Executive Council on 11/12/2014.