

## From Washburn University Policies, Regulations and Procedures Manual

### 18. Inclement Weather.

**18.1 Purpose.** To set forth regulations and procedures to be followed when the Administration declares a delay, cancellation, or suspension of some or all normal University operations due to extraordinary weather or weather related conditions (inclement weather).

### 18.2 Definitions.

**18.2.1 "Administrative Leave"** means paid leave which is not charged against Employees' accumulated paid leave balances. See Section 18.6 below for additional information.

**18.2.2 "Closed Period"** means a day or a portion of a day during which any or all of the University operations are delayed, canceled, or suspended due to inclement weather.

**18.2.3 "Closing Information"** means the announcement of the decision to declare a closed period.

**18.2.4 "Essential Personnel"** are those Employees whose duties include the performance of essential services.

**18.2.5 "Essential Services"** are those deemed vital for the safety and operation of University facilities including, but not limited to, duties related to the health and safety of residential Students. See Section 18.7 below for additional information.

**18.2.6 "University Operations"** means the performance of any normal functions of a post-secondary educational institution and include, but are not limited to conducting scheduled classes, conducting scheduled events in University facilities, conducting University related business and providing services to the public and the University's Employees and Students.

**18.3 University Status.** The University's status may be changed to a category described in this section due to inclement weather. Official closing information shall be communicated via the University communication channels described in Section 18.5 below.

**18.3.1 Delay or Cancellation of Scheduled Classes.** This closed period status applies only to scheduled classes and may be either a delay in the start of classes for the day or a cancellation of classes for the all or a portion of the day due to inclement weather. All Employees except for classroom teachers shall be expected to report for or remain at work during this closed period status. In accordance with instructions from the Employee's supervisor, non-essential personnel may report for work at a time later than provided by the Employee's work schedule, or to leave before conclusion of the work schedule. During this closed period status Employees shall be paid only for the hours actually worked, or for personal leave requested and approved for their absences. Administrative leave is inapplicable in this category.

**18.3.2 Suspension of University Operations.** This closed period status applies when inclement weather causes the suspension of the University's normal daily operations for all or any portion of a day. Essential personnel shall be expected to report to or remain at work. Non-essential personnel shall not report for or remain at work unless instructed to do so by their supervisor. A supervisor must have the approval of the appropriate Area Head before instructing Employees not designated as essential personnel to report to or remain at work. Classes scheduled during this closed period status normally shall be canceled. If classes are not canceled, certain other University operations may need to function during the otherwise closed period status. Employees other than essential personnel may be instructed to report for or remain at work. Administrative leave applies during this closed period status.

**18.3.3 Suspension of Individual Building Operations.** This closed period status applies when inclement weather requires suspension of all University operations within an individual building, but does not affect other University operations. Every effort shall be made to continue operations normally occurring within such building in another location or manner. The Administration shall determine the Employees whose functions shall be suspended pending resolution of the issue. Administrative leave shall apply for those Employees whose functions have been suspended for the balance of the first work day of the suspension plus one additional work day if the issue remains unresolved for more than one work day. Affected Employees may request to use accrued personal leave for any period of time beyond the second work day until resolution of the issue or a return to work by the Employee is otherwise required. Closing of an individual building must have the approval of the Administration.

**18.4 Decisions to Delay or Suspend Any University Operations.** Decisions to declare a closed period status shall be made by the VPAT and the VPAA in consultation with the President and other University management personnel as needed.

**18.5 Communication and Information Sources Concerning University Status.** Reliable University status information is available only through the following sources:

- **The University's homepage ([www.washburn.edu](http://www.washburn.edu));**
- **The University's main telephone number 670-1010; and,**
- **Text message via the University's emergency messaging system.**

**18.5.1 Although closing information is provided to the following regional news outlets,** experience suggests the information broadcast may not be reliable. However, these may be the only operational information sources in the event of some power failures.

KLWN	1320 AM		KQTP	102.9 FM
KMAJ	1440 AM		KLZR	105.9 FM
KTOP	1490 AM		KMAJ	107.7 FM
KANU	91.5 FM		WIBW	Local television channel 13
KKYD	92.9 FM		KSNT	Local television channel 27
KWIC	99.3 FM		KTKA	Local television channel 49
KDVV	100.3 FM		WUCT 13	Cox Cable channel 13 (Topeka area only) (Washburn educational access channel)

**18.6 Compensation During Closed Periods.** Employees who do not work during the closed period status will be paid administrative leave for otherwise scheduled work hours. Administrative leave shall not be paid to Employees who are, during the closed period, on any form of pre-arranged leave. Employees not required to report during a closed period, but who choose to do so, shall not receive administrative leave pay in addition to their regular pay.

**18.6.1 Employees in Non-exempt Positions** who are required to work during a closed period status shall receive administrative leave pay in addition to their regular hourly rate of pay for each hour worked during the closed period.

**18.6.2 Administrative leave shall be paid** on the same basis as regular holiday pay i.e., prorated based upon the FTE of the Employee's contractual appointment.

**18.6.3 Administrative leave hours** are not "hours worked" for purposes of calculating overtime pay under the Fair Labor Standards Act for non-exempt Employees. See Subject D. Section 4.5 Overtime Pay.

**18.7 Essential Services.** Essential services and personnel to be provided will be determined by the appropriate Area Head depending upon the inclement weather situation.

**Example:** The stereotypical inclement weather situation is the result of extreme winter weather conditions. Depending upon the timing and the severity of the conditions, the Administration may either delay the start of or suspend all or part of its normal operations. In this situation, essential services would be snow/ice removal from sidewalks, building entries, streets and parking lots, the operation of the boilers (heating), the University's law enforcement activities, and dining services for students residing in University housing.

**18.7.1 Employees designated as essential personnel who do not report to work as** required shall be subject to disciplinary action.