4.07 Weather/Working Conditions

**Purpose:**
The purpose of this policy is to establish work and time reporting guidelines for faculty and staff during severe weather and working condition emergencies.

**Policy:**
It is the policy of the University to continue normal hours of operation and maintain a regular work schedule for staff members during periods of severe weather and/or adverse working conditions. It is a basic premise of this policy that University faculty, staff, and students shall have the opportunity to make their own decision about reporting to work or class with due consideration for travel safety conditions.

**Cancellation of Classes**
The Provost and Executive Vice President may declare a delayed start or cancellation of University classes due to severe weather. Such declarations apply to students and faculty members, but do not apply to other support staff.

**Weather-Related Reduced Operations or Closing of the University**
The Senior Vice President for Finance & Operations may declare reduced operations due to a severe weather emergency. Such declaration applies to faculty, staff, and students and may involve a delayed start of the normal work schedule to permit safer travel, clearing of fire lanes and parking lots, etc. Pre-designated staff members, e.g., Public Safety, Residence Custodial, University Health Services, Maintenance and Dining Service, Facilities Management snow removal staff, are expected to make special efforts to report/remain at work in order to provide food, health, and safety services to the campus community and emergency repair and maintenance services of University property. In rare cases, the University may be declared closed. For information about weather-related reduced operations or the closure of the University, employees should refer to the UNI home page and/or tune in to local radio or television stations.

**Working Condition Emergencies**
The Senior Vice President for Finance & Operations may declare an adverse working condition emergency when incidents such as fire, power failure, etc. render facilities unsafe or uninhabitable. When planned action, i.e., boiler shutdown, will create adverse working conditions, affected departments will be notified ahead of time so that alternate arrangements can be considered for affected staff members.

**Absence Reporting**

**Non-exempt Staff**
For weather-related reduced operations, any Merit staff member who reports within one-half hour of his/her regularly scheduled reporting time will be assumed to have reported on time. If the employee reports after one-half hour of his/her scheduled reporting time, the employee shall be credited with having worked the first half-hour of the day plus all hours actually worked. Merit staff who report to work late or are absent as a result of weather-related reduced operations or are absent due to the closing of the University may either elect to use vacation, compensatory time, or leave without pay or request to make up the missed time within the same work week.

**Faculty and Exempt Staff**
Exempt staff (those paid on a salaried basis) and faculty members, whose responsibilities are not based on a specific work schedule, are expected to make appropriate adjustment in their activities in

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consultation with their department and supervisors as a result of severe weather/working condition emergencies. Exempt staff would typically code the time missed as vacation unless other arrangements are agreed to by the employee and the supervisor.

Human Resource Services approved, November 2017
President's Cabinet approved,
President & Executive Management Team approved.

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