



Angelo State University
Operating Policy and Procedure

OP 52.20: Staffing During Inclement Weather or Adverse Conditions

DATE: September 1, 2007

PURPOSE: Establish procedures for staffing University operations during inclement weather or adverse conditions.

REVIEW: This OP will be reviewed in September of each year by the Director of Human Resources with recommended revisions forwarded through administrative channels to the Vice President for Finance and Administration.

POLICY/PROCEDURE

1. Policy

For the purposes of this policy, the term adverse condition implies inclement weather or other factors (e.g., weather, bomb threats, power outage, etc.) that have 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 determine the procedures to be followed based on the existing circumstances.

2. Essential Personnel

Essential personnel are those University employees who are required to perform their normal duties and are primarily responsible for the safety and protection of life, property, and data and communication systems. Essential personnel are identified and so designated in advance by the President, Provost and Vice Presidents of the University. Employees designated as essential personnel must be so advised in advance and prior to any inclement weather or adverse conditions.

Severe weather in the form of thunderstorms, damaging hail, high winds, and tornadoes are a threat to the Angelo State community. ASU maintains several warning and alert systems for use in the event major storms or other disasters threaten our community. Ideally, sufficient warning time will allow precautionary measures to be implemented. The unpredictability of weather conditions, however, does not always provide for adequate warning.

3. 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:

- When an employee is temporarily working in the same metropolitan area (for example, presenting or attending training) and the agency closes, the employee should receive equivalent or compensatory time for working.
- When an employee is temporarily working in another metropolitan area (for example, presenting or attending training) and the agency closes, the employee should not receive equivalent or compensatory time for working.
- A part-time employee who has already completed his or her scheduled hours when the agency closes would not receive any compensatory time or leave alone-time off because the agency was not closed while the employee was scheduled to work.
- A part-time employee who has not completed his or her scheduled hours when the agency closes should receive administrative leave time because the agency was closed while the employee was scheduled to work.
- When an agency closes but satellite offices in other locations remain open, employees in those offices do not receive administrative leave or compensatory time off.
- If an employee is on sick or vacation leave and the agency closes due to inclement weather, the employee should receive administrative leave for the absence.