

UAM OPERATING PROCEDURE 215.1
RE: Inclement Weather and Emergency
Situations (Governor’s Policy Directive-7)
April 9, 2013

Revised: February 20, 2018
Revised: January 27, 2020

The general policy regarding inclement weather is that the University does not normally close its offices because of bad weather. However, the obligation to provide services must be balanced with the risk of danger to University employees. Therefore guidelines which reflect the need for services and employee safety must be established.

The following individuals will be responsible for making the decision concerning any cancellation of classes or closing each campus/location indicated:

Chancellor	Monticello campus All off campus sites
Vice Chancellor for College of Technology at Crossett	Crossett Campus
Vice Chancellor for College of Technology at McGehee	McGehee Campus AHEOTA location

Each person responsible for the decision will collaborate with the University Police Chief to make the campus announcement using UAMAlert. The University Police Department will notify regional media outlets. In addition, the announcement will be posted to the UAM News Facebook account by the Office of Media Services and to the University’s website.

When the University is closed, vice chancellors are responsible for seeing that necessary services are provided in their respective areas. Employees required to provide such services will be identified by their supervisors if they are deemed “critical personnel”. Employees who are not deemed “critical personnel” may not continue/report to work unless requested to do so by a member of the Executive Council.

On days declared to be covered by the inclement weather policy, all employees (except those designated as “critical personnel”) should be at their workstations by the specific announced time. Employees arriving by the designated time and working the remainder of the day will be given credit for a full day’s attendance. Employees arriving after the designated time will be charged the full amount of time involved in the tardiness, and employees not coming to work at all will be charged a full day’s absence.

When severe inclement weather occurs during office hours, Executive Council personnel will have the discretion to allow employees to leave work early for safety reasons. Executive Council personnel will recognize the need to maintain designated “critical personnel” to ensure essential services. Employees who were on the job and who were allowed to leave early, will not be charged leave for that time.

Time Reporting:

Non-exempt, classified staff designated as critical personnel, who report to work at their scheduled time when the University is closed due to inclement conditions, will receive their normal salary in addition to inclement weather leave time, which is earned at a rate of 1.50 hours for all hours worked during that period. The leave earned during this time worked during a campus closure will accrue to the employee's holiday earned leave bank. Time worked by non-exempt, classified critical personnel should be entered as worked inclement weather, which has a time reporting of WIWPY.

Exempt, classified and non-classified staff designated as "critical personnel", who report to work at their scheduled time when the University is closed due to inclement conditions, will receive their normal salary in addition to inclement weather leave time which is earned at a rate of 1.00 hour for all hours worked during that period. The leave earned during this time worked during a campus closure will accrue to the employee's holiday earned leave bank. Time worked by exempt, classified and non-classified critical personnel should be entered as earned inclement weather, which has a time reporting of WIETM.

Any classified or non-classified employee who is designated as "critical personnel", but does not work during an inclement weather event, will not receive additional leave and will be charged annual leave for the time missed or, with the approval of the supervisor, the employee may elect to use "leave without pay" in lieu of "annual leave". Only employees designated as "critical personnel" will receive additional leave when the University's operating status is affected by inclement weather.

Instructions on how to process the inclement weather time for all employees (critical and non-critical personnel) will be provided by the HR / Payroll Office when each inclement weather event occurs. Departments may adjust the work schedules of classified and non-classified employees who are designated as critical personnel in response to inclement weather situations.

NOTE: Employees are not expected to place work attendance above personal safety. It is ultimately the employee's responsibility to exercise judgment as to whether travel to or from work is appropriate for them at the time.