



HUMAN RESOURCES POLICY

NUMBER/TITLE: 317 / Inclement Weather Policy

Covered Individuals: All faculty, staff, students, and visitors **Strategic Plan:**

Covered Locations: All Locations

HLC:

Effective Date: June 22, 2022

Consultations: VPHR, VPASA

POLICY STATEMENT

During inclement weather, the safety of students, faculty, staff, and visitors is of paramount importance to Upper Iowa University (University or UIU). At the same time, the University has important teaching, research, and service missions and must maintain continuous and effective operations in several areas. With due consideration to safety, the University will remain open and operate normally to the greatest extent possible. Faculty, staff, and students should evaluate their own circumstances carefully, exercise appropriate judgment, and take responsibility for their safety when making decisions related to the University during inclement weather.

PURPOSE

To provide direction to the University community during times of University closure or delay due to inclement weather.

DEFINITIONS

N/A

POLICY IMPLEMENTATION

Fayette Campus

In the event of weather conditions or other unexpected events impacting normal operation of the University, a meeting of the Fayette Campus Cancellation Team will be called. The meeting will result in a decision and the Vice President for Academic and Student Affairs (VPASA) will inform the President of the University of the decision. The President, or designee, will announce which University functions must have operations curtailed during this time and when the functions will resume normal operations. The official announcement will be carried on most radio and television stations and posted on the University website and sent as a UIU Alert.

In order to maintain a safe, livable environment for students living on campus, certain work functions will have to continue to report. The department supervisor will communicate these expectations to the staff affected.

Centers

In the event of inclement weather, all closure decisions are made by 3:00 pm in collaboration between the Center Director and the Regional Director. Weather-related decisions are made in the best interests of students, but holding class is attempted whenever possible. Many classes can continue to meet virtually when the weather makes it impossible to hold classes in person.

When a Center stays open, students should always be encouraged to use their best judgment when deciding whether to travel to class.

The official announcement will be carried on most radio and television stations and posted on the University web site and sent as a UIU Alert.

All Locations

In the event of an official closing of the University due to weather conditions, employees are expected to work remotely when possible. If an employee cannot work remotely due to technology or access issues, the employee should work with their supervisors to identify work that can be completed remotely. Employees with job functions who cannot work remotely will receive weather pay in the amount equal to their normally scheduled hours of work.

Employees are expected to make reasonable efforts to get to work when the University is open but must use their own judgment to maintain personal safety. If employees choose to leave early or not report to work when the University does not officially close, the time will be deducted from accrued vacation or personal leave. If no vacation or personal leave is available, the time will be unpaid. Sick leave may not be used. In some circumstances, with supervisor authorization, the employee may be permitted to make up the time in the same workweek.

Staff members on leave of absence without pay will receive no compensation for days when the University is officially closed. Staff members on vacation or other paid leave will not be granted additional time off.

CUSTODIANS

Vice President for Human Resources & Vice President for Academic and Student Affairs

RELATED DOCUMENTS, FORMS, AND POLICIES

[UIU Fayette Campus Cancellation Team Purpose and Charge](#)

HISTORY

New/Revision No.	Date Approved	Revision Change