

December 10, 2007

To: ISU Employees

From: Ira Schoenwald, Associate Vice President, Human Resources

Subject: Severe Weather Procedures

It is our commitment to keep the University open during severe weather if at all possible. However, it is important to clarify in advance what the expectations of our employees will be in the event severe winter weather should cause difficulty traveling to campus and/or result in an Administrative Closure decision.

In the case of severe weather, the University may choose one of the following courses of action:

### **University Weather Advisory**

A *University Weather Advisory* will be issued when weather conditions are such that the majority of employees and students would be able to maintain their normal schedule, although some might experience difficulty in getting to and from the University and/or classes.

During an advisory, classes will **not** be cancelled, and the University will operate on a normal schedule.

Employees scheduled for work shifts subsequent to a *University Weather Advisory* should report to work as usual. Any employee who determines that weather or traffic conditions would prevent safe reporting for work must contact supervisory personnel. Management then knows that the employee will be absent and is not experiencing travel problems en route to campus. The employee may request supervisor approval to use banked compensatory time (Civil Service hourly employees only) or vacation for the time missed.

### **Classes Cancelled Only**

A *Classes Cancelled Only* course of action will be taken when weather conditions are such that most students would be prevented from getting to classes safely. A decision to alter class schedules will be made and shared with the campus community by 6:30 A.M. for day classes and by 2:30 P.M. for evening classes. This information will be provided to media sources, to the University telephone operators, and will be placed on the "Campus

News" section of the Illinois State University home page at <http://www.ilstu.edu>, the University HOTLINE (438-8371), and on the "Weather Alerts" section of the Environmental Health and Safety website at <http://www.ehs.ilstu.edu>.

In the event of a *Classes Cancelled Only* course of action, University personnel are expected to report to work as usual. As in the case of a *University Weather Advisory*, each employee will individually determine if the weather is such that he or she cannot get to work safely, and the same provisions will apply.

### **Severe Weather Administrative University Closure**

A *Severe Weather Administrative University Closure* will be declared when weather conditions are such that it would be very unsafe for students or employees to attempt to go to work or class. Only weather-essential personnel will be required to be at work.

This information will be provided to media sources, to the University telephone operators, and will be placed on the "Campus News" section of the Illinois State University home page at <http://www.ilstu.edu>, the University HOTLINE (438-8371), and on the "Weather Alerts" section of the Environmental Health and Safety website at <http://www.ehs.ilstu.edu>.

- Employees who are scheduled to work but do not work on the day of a *Severe Weather Administrative University Closure* will be paid. Timecards for non- exempt employees should indicate the number of hours scheduled. "A.C." (Administrative Closure) should be inserted over the number of hours entered on the timecard.
- Employees designated as weather-essential personnel who do work on the day of a *Severe Weather Administrative University Closure* will receive an equal number of hours off, with pay, equivalent to those worked on that day and not to exceed 7.5 or 8.0 hours (whichever is applicable). The supervisor and employee will maintain records of the accrual and usage of this hour-for-hour comp time. It should not be reported on timecards or Benefit Usage Statements. Hours worked beyond 7.5 are considered overtime. Premium pay for these hours will be in accordance with University guidelines, FLSA Guidelines, and labor Agreements. Overtime hours are not included in the hour-for-hour comp time.
- Extra Help employees and Student employees are paid for hours worked only and, therefore, are not entitled to receive pay for a *Severe Weather Administrative University Closure*, nor do they accrue hour-for-hour comp time for time worked on closure day(s).

- Employees who are scheduled, in advance of the closure, to use vacation or sick leave should report the previously approved benefit time.

### *Weather Essential Personnel*

- Selected positions within a variety of departments (i.e. University Police Department, Facilities Management, Campus Dining Service, Environmental Health and Safety, University Housing Services, Telecommunications and Network Support Services, Office of Energy Management/Power Plant) are designated as essential to the safe and effective operation of the campus. In the event of a *Severe Weather Administrative University Closure*, employees in "essential positions" will be expected to remain at work or come to work.
- Safety of employees is essential. If travel conditions exist that endanger the safety of an "essential" employee, the supervisor should be made aware of such situations immediately.
- All departments, especially those noted above, are responsible for designating essential personnel and communicating expectations of those individuals in the event of a *Severe Weather Administrative University Closure*.

This memo will not be distributed to all Student Employees and Graduate Assistants. We ask that supervisors inform them of this information on an as-needed basis.

Employees and supervisors may direct questions to Human Resources at 438-8311.

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*For further information on procedures for the broadcast of official campus email see: <http://www.policy.ilstu.edu/technology/9-7.shtml>*