UNIVERSITY OF CENTRAL OKLAHOMA

Policy ID: ADM-EMP-59 Minor Revision 3 Status: C

Title: Inclement Weather

Description: Campus procedures and payment practices related to the cancellation of classes and the closing of offices as a result of inclement weather.

Category: Human Resources

Applies to: Staff,Faculty,Student

Contact: UCO Website

Purpose: To document practices and procedures for:

- Announcing the closing of campus
- The payment of Inclement Weather Pay
- The payment of wages to non-exempt employees required to work.

Policy Statement: Cancellation of classes and the closing of offices because of weather rarely occurs at the University of Central Oklahoma. However, when it does, a cancellation or delayed start will be announced after 6 a.m.

For the latest closing or delay information, call the UCO Closing Line at (405) 974-2002, or view the official UCO website athttp://www.uco.edu, or watch or listen to one of the many Oklahoma City television or radio news stations for the latest information. Students, faculty and staff who signed up for text messaging notification regarding weather closures or delays will receive a message on their cellular phones.

If severe weather develops during the day, UCO officials may declare a weather emergency. In this case, afternoon and/or evening classes will be cancelled and nonessential employees will be dismissed early. Faculty, staff and students may be contacted through official UCO electronic channels including Centralities and/or UCONNECT. In the event of imminent danger, students, faculty and staff may be notified and advised what to do through an on-campus pop-up computer screen notification system. On occasion, additional resources will be used for notification.

UCO does not make announcements when classes continue to meet as scheduled.

In the event of a later starting time, all employees who normally work a shift which begins later than 8:00 a.m. are required to call their departments in advance of their normal reporting time to see if the later starting time will also apply to them. Any employee who fails to call and who was expected to report at his or her normal shift starting time will be charged compensatory time, if available, vacation leave, or leave without pay for the time they were absent.

If the President of the University or his designee deems it necessary to close or delay the opening of University offices due to inclement weather conditions, all regular full-time employees will be given University-paid leave time for such absence. This leave will not be deducted from any of the accumulated leave balances of the employee. Part-time hourly and full-time/temporary employees, including students will not be paid for this time off. For these employees the department director has the authority to allow hourly employees additional work hours over the weekend or during a following workweek to compensate for hours lost due to the time the University was closed. Any hours worked over 40 during a designated workweek are subject to overtime provisions.

If an employee has already requested vacation which falls during the weather-related closing, the vacation time will be processed as usual.

Non-exempt mission-essential employees who are expected to work, and any other non-exempt

employee required to work during this time as determined by his/her department director, will receive both inclement weather pay for the number of hours the University is closed, as well as regular pay for the number of hours worked. Overtime provisions will apply if the employee physically works over 40 hours during the workweek.

Glossary of Terms:	
Legal Citation:	
Campus Links:	UCO Website
FAQs:	
Formerly known as:	
Approved on:	03/11/2011
Effective date:	03/11/2011
Keyword(s):	severe, inclement, weather, cancellation, closing, delays, pay, overtime, notification, leave
Last review date:	09/02/2011
Date posted:	Mar 10 2011 4:47PM
Modified By:	
Date Modified:	Sep 2 2011 11:29AM