



Standard Administrative Policy and Procedure

Subject: Inclement Weather Policy

Number:

I. PURPOSE

The purpose of this SAP is to establish policies, procedures, and guidelines for operations and individual actions during periods of inclement weather.

II. POLICY

A. Guiding Principles

1. The safety of the campus community is of paramount importance.
2. The University's mission to provide education, research, and economic and community development requires a 24/7 operation. Many students live on or very near campus and rely on University services. Therefore, campus will generally remain open during inclement weather.

B. Protocol for Monitoring and Decision Making

1. Monitoring

- a. UWPD Police Chief or designee will monitor official weather information sources and information from partners including WYDOT and Albany County Emergency Management, for potential impacts to the Laramie Campus including but not limited to academic classes, research operations, normal staff operations, and special events. The Police Chief discusses the information with Deputy VP Administration and AVP Operations.
- b. AVP Operations communicates with the following:
 - 1) Superintendent of Albany County School District 1. Generally, communication updates begin between 5:00 and 5:30 AM each day during an event but this time will be adjusted based on the event.
 - 2) UW Transit and Parking regarding the status of bus fleet and road conditions

3) UW Operations staff regarding snow removal and infrastructure.

c. AVP Operations consults with Police Chief, Deputy VP and others who are available and relevant (consulted parties may include, but are not necessarily limited to, VP Student Affairs, VP or AVP Academic Affairs, Executive Director Residence Life and Dining Services, AVP Communications and Marketing, and Chief Risk Officer), and discusses the recommendation regarding changes to operations (closure, partial closure, delays, etc.) with the Deputy VP for Administration who in turn discusses with the VP of Administration and Finance who in turn will discuss with the President.

2. Decision – The decision to close a University facility or declare it inaccessible is at the discretion of the President of the University or the President’s designee. Decisions to temporarily close facilities outside of Laramie will be made by the appropriate Vice President.

a. The Associate Vice President for Operations or designee will communicate the official weather notification to UW Institutional Communications. When possible, notification will be made before 6:00 AM on the day of any closure or alteration of operations or with as much advance notice as possible before a change of campus schedule.

b. UWPD will assess the level of emergency as defined in the University Emergency Response Plan (ERP) and activate the ERP as required.

C. Communication

1. UW Institutional Communications will release a text message via UW Alert.

2. Notices will be posted on UW’s webpage, WyoWeb.

3. Notices will be sent to Wyoming media informing the public that information on closure or change in operations due to inclement weather will be available as soon as possible through announcements on Wyoming Public Radio, KOWB-AM and KCGY-FM, KRQU-FM and KLDI-AM, DTWO-TV, KCWY-TV and KGWN-TV.

4. Any **“No Unauthorized Travel”** restrictions in the City of Laramie or Albany County will result in the use of the UW Alert Text System with references to the Wyoming DOT, City of Laramie, and/or Albany County resources in the messaging

D. Inclement Weather - No University Closure

1. UW Community – During severe weather events, when the university remains open, personal safety is the first priority. The University recognizes that travel to and from campus for work may be difficult for many employees during inclement weather conditions. The ultimate decision as to how the employee will safeguard his/her safety is at the employee's discretion. If the employee feels unsafe commuting to work, no matter how close or how far, the employee is encouraged to use his/her best judgment. This individual decision does not exempt the employee from proper notification of an absence to the supervisor. If the employee decides not to come to work, they will be required to use vacation leave or not be paid for that day.
2. Employees - If a University facility has not been declared closed or inaccessible, but an employee is unable to report for or remain at work on a particular day because of inclement weather or other emergency not covered elsewhere in the UW Regulations and Procedures, the employee may decide whether to use accrued vacation, or compensatory time (if available) or may remote work if it has been previously authorized with their supervisor. If no leave is available, the employee may use leave without pay if approved by his/her supervisor. The supervisor may also permit the employee to make up time on an hour-for-hour basis during the same week, or carry out alternative assigned duties during the period of absence from work.
3. Faculty - If a faculty member cannot attend class, it is their responsibility to notify students in a timely manner, preferably at least one hour prior to the start of class. Faculty should also be mindful that hazardous weather conditions can cause students to miss class. Faculty are strongly encouraged to provide a reasonable opportunity for students who are unable to attend to complete assignments or examinations missed due to hazardous weather conditions. Faculty members have discretion to determine whether an additional session of the class should be held or if any additional assignments should be required to make up for classes that were not held.
4. Students - Students are expected to make every reasonable effort to attend class but are advised to avoid undue risks in traveling during severe weather events if they are out of town. Students are responsible for any academic work they miss due to absences caused by severe weather conditions. It is the student's responsibility to take the initiative to make up any missed class work.
5. Cold Weather Safety Net - On-call assistance may be obtained from the UW Police Department and/or Transit and Parking Services subject to each department's availability. Digital signboards located across campus will provide frequent weather updates. Cold weather tips are available on the UW Risk Management and UW Safety websites.

E. Inclement Weather - During Final Exam Week

In the event of delays or closures during final exam week, faculty whose final exams are affected by the delay or closure may elect one of three options. Faculty should consider choosing one of the options prior to final exam week and clearly communicate to their students which option they have chosen. The options are:

1. Faculty may assign as final grades, the current grades that students have going into final exam week.
2. Faculty may make provisions for students whose exams are canceled to contact them for the scheduling of a make-up exam or alternative arrangements.
3. Faculty may, as a last resort, choose to assign incomplete grades.

F. Inclement Weather – University Closure

1. In certain instances, the President or designee, may make the decision to close all or part of campus.
2. Non-Weather Event Essential Employees - All affected employees not required to work during the declared closure, including those using vacation, compensatory time, or sick leave, will be automatically placed on leave with pay for their normally scheduled hours of work during the period of closure.
3. Weather Event Essential Employees - Employees who are required to work during a declared period of closure (“Weather Event Employees” designated in advance in writing by the Appointing Authority, or designated per event at the time) will be paid her/her regular salary for work during the employee’s normal hours of work. In addition, the employee will be granted compensatory time off equal to the number of hours worked during the declared period of closure.
4. Campus Community – Community members should monitor UW Alert, UW’s webpage, or WyoWeb, for updates on academic classes, research operations, staff operations, UW Athletic events, Fine Arts programs, and UW student-sponsored special events and all other campus activities.

Responsible Division/Unit: Division of Finance and Administration

Source:

Links: <http://www.uwyo.edu/regs-policies>

Associated Regulations, Policies, and Forms: UW Employee Handbook, UW Emergency Response Plan

Approved: 11/23/2020