

**Inclement Weather
BU-PP 801**

Policy:

Baylor University may change campus operations due to hazardous weather conditions and will disseminate information regarding an official delay or closing of campus operations to students, faculty and staff via the Baylor Alert system (text message and email), social media, television and radio stations.

Topics:

Decision to delay or close the University
Recording work hours during delay or closure

Related policies:

None

Additional information:

[Emergency Preparedness](#)

Contact:

Department of Public Safety 254.710.2222
Baylor Information Line 254.710.4411
Human Resources 254.710.2000 or askHR@baylor.edu
Payroll Office 254.710.2218 or Payroll_Office@baylor.edu

Decision to delay or close campus operations—

Baylor University Emergency Preparedness officials monitor forecasted inclement weather conditions to determine the impact on University operations. If conditions require changes in University operations, such as a delay or closure, senior administration will consult with these officials and notify campus constituents as outlined above.

Recording work hours during delay or closure of campus operations—

Non-exempt (hourly paid) staff employees will record “miscellaneous” time in BearWeb for the hours they would have worked during the official delay or closure, even if on scheduled leave. Vacation, sick, or personal time will not be charged during these hours.

If staff employees are required to work during the official delay or closure, the following will apply:

- Non-exempt employees will receive normal pay for the hours worked **and** will receive credit to their vacation accrual equal to the number of hours worked during the official delay or closure.
- Exempt (monthly paid) employees will receive credit to their vacation accrual equal to the number of hours worked during the official delay or closure. Hours worked during the official delay or closure will be reported to the department timekeeper for notation and adjustment to the individual’s vacation accrual balance.