



Policy Title: Inclement Weather

Policy Number: 801

Date Issued:

**Responsible Executive: Vice President for
Internal Administration and Compliance and
Chief of Staff**

Date Last Revised: October 29, 2018

Responsible Office: Department of Public Safety

Policy Statement

Baylor University, including the Louise Herrington School of Nursing, Diana R. Garland School of Social Work, Graduate School of Social Work – Houston, Austin EMBA, and Dallas EMBA, (the “University”) may change campus operations due to hazardous weather conditions and will disseminate information regarding an official delay or closing of campus operations to faculty, staff, students, contractors, volunteers, and visitors via the Baylor Alert system (text message and email), social media, television, and radio stations.

Reason for the Policy

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 and in accordance with the University’s Department of Public Safety policies and protocols.

Individuals/Entities Affected by this Policy

Faculty, staff, students, contractors, volunteers, and visitors

Exclusions

Essential Personnel

Related Documents and Forms

University Policies and Documents

Emergency Management Policy
Emergency Operations Plan and Annexes

1. Inclement Weather

Other Documents

Fair Labor Standards Act
Texas Payday Law

Forms and Tools

[Emergency Preparedness and Instructions for managing Baylor Alert messages](#)

Definitions

These definitions apply to terms as they are used in this policy.

Exempt Employee	Salaried employee, not eligible for overtime pay
Essential Personnel	Faculty, staff, contractors, and other individuals who are required to report to their designated work location to ensure the operation of essential functions or departments during an emergency or when the University has suspended operations
Emergency Operations Center (EOC) Team	The EOC Team may be staffed by various administrators on campus. It conducts operations from within an EOC, or virtually, dependent on the situation. EOC Team members represent the emergency functions that will need to be accomplished during an emergency and ongoing recovery. Various subject matter experts may be called upon to join the EOC Team as needed prior to, during, and following an incident, to serve specific purposes.
Non-exempt Employee	Hourly paid employee, eligible for overtime pay

Contacts

Subject	Contact	Telephone	Office email/web site
Inclement Weather Delay or Closing	Baylor Information Line	254-710-4411	
Policy Questions	Human Resources	254-710-2000	askHR@baylor.edu ; www.baylor.edu/hr
Timecard Entry Questions	Payroll Office	254-710-2218	www.baylor.edu/payroll ; Payroll_Office@baylor.edu
Emergency Calls	Department of Public Safety	254-710-2222	

2. Inclement Weather

Responsibilities

Emergency Management	Monitor weather, convene the EOC Team to coordinate a unified response to the inclement weather event, and disseminate Baylor Alerts and other emergency management notifications to the campus community
Payroll Office	Dissemination of information regarding special procedures for timecard entries
All Employees	Ensure Baylor Alert contact information is up to date; monitor Baylor Alert and other outlets for inclement weather updates; ensure awareness of safety plans for your office location

Procedures

Overview

Baylor University Department of Public Safety and other response agencies will work together to manage inclement weather conditions and other emergencies that occur on the Baylor University campus. When inclement weather conditions, such as an ice or snow storm, are in the forecast, Baylor University Emergency Preparedness officials implement the University's standard procedures.

As a general matter, the delay or closure should be managed in a manner consistent with the University's Emergency Management Plan. Prior to a forecasted severe weather event, Emergency Management may maintain close communication with the McLennan County Office of Emergency Management and other agencies with information on the potential for hazardous conditions. A group of campus constituents may meet to evaluate, determine the impact to University operations, and plan for forecasted conditions. Departments represented in the group should include Facility Services, Parking Services, Campus Services, Baylor Police, Media Relations, Athletics, Office of the Provost, and Student Life. Others may be consulted as needed to collect additional information.

Protocols have been developed in order for students, employees, and others on campus to know and understand what actions they should take during emergencies. As Baylor University is private property, all individuals on any such property must comply with University directives related to such emergencies. Training and information on preparedness and response are available on the Baylor Department of Public Safety website.

3. Inclement Weather

Notification

Notification on the decision to close or delay will be sent to all faculty, staff, and students through Baylor Alert email and text messaging by Emergency Management. Information will also be posted on local news channels and the News pages of the Faculty and Staff site and the Current Students site by the Assistant Vice President for Media Relations and Crisis Communications. Additionally, a recording on the Baylor Information Line, 254-710-4411, will provide the status of University operations.

Operations for Employees During Delay or Closure

A. 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, employees will receive credit to their vacation accrual equal to the number of hours worked during the official delay or closure.

- Non-exempt employees will receive normal pay for the hours worked and will record the hours worked as such in BearWeb.
- Exempt (monthly paid) employees will report hours worked during the official delay or closure to the department timekeeper for notation and adjustment to the individual’s vacation accrual balance.

B. If a staff employee is not able to come in to work during an inclement weather event, but the University is not officially delayed or closed, he or she should coordinate the delay or absence with their supervisor, recording time missed as Vacation or Personal Time.

C. Any functional area of the University that wants to continue or resume operations contrary to the University’s decision must contact the functional area vice president and ask for a waiver. If that vice president wants to pursue such a waiver, he or she must obtain authorization from the Vice President and Chief of Staff, Chief Business Officer, or President, as appropriate.