

Procedures for Weather-Related Canceling of Classes and Campus Closures

Updated January 2021

These procedures are used for any situation when the cancellation of classes or closing of all or part of the University of Wisconsin-Milwaukee (UWM) is being considered, due to weather related issues. These policies apply to all UWM locations, but decisions on cancellation may vary depending on weather conditions at the specific UWM location.

Authority

The Chancellor has authority to cancel classes, close all or part of UWM to the public, or close all or part of UWM to the public and employees as may be necessitated by weather conditions. (See, §§36.09(1)(f) and 36.09(3), Wis. Stats.). ***“While the decision rests with the chancellors, the effect of a complete institution closing on a university community makes it preferable to ensure that institutions remain open to all staff, if at all possible, even where the cancellation of classes or public events is necessary.”*** (UWS UPS Operational Policy: GEN 1235 on Inclement Weather/Emergency Conditions)

Impact on Employees

UW System policy provides for the treatment of employees in the event of weather-related cancellations or closures, as further described below. (UWS Administrative Policy 1235.)

When UWM is not closed, even if classes or other activities are cancelled, employees are expected to report to work unless an absence or other arrangement is approved by the employee’s supervisor or campus authorities. Supervisors may require employees to make up lost time if needed for the operation of the work unit.

In the rare case where UWM is closed and/or employees are directed not to report to work, employees must use available vacation, accrued compensatory time, available holidays, or leave without pay to cover the absence, or arrange another work schedule or location with their supervisor. Employees who are not exempt from the Fair Labor Standards Act (FLSA) overtime pay provisions must account for each hour of scheduled duty during the workweek. FLSA exempt employees may account for their time in a manner consistent with their professional responsibilities.

When UWM is officially “closed,” certain employees may be designated as providing essential services that allow the campus to continue to serve people who remain on campus (e.g. students in residence halls) or that are needed to protect the safety of individuals, prevent harm to facilities, or otherwise manage vital functions. These employees are required to report to work. Divisions are responsible for determining which employees are providing essential services in the event of a weather-related closing. Supervisors should provide notice to the employees that are considered to be providing essential services and who are needed to report to work. It is helpful for divisions to consider their processes for making these decisions at the start of each fiscal year.

Procedure for Decisions

Upon learning of the possible need to cancel classes or close all or part of UWM, the Vice Chancellor for Finance and Administrative Affairs will consider all relevant factors including those listed in “Weather Factors” and “Timing” sections below. (Should the Vice Chancellor for Finance & Administrative Affairs be unavailable, the Vice Chancellor for University Relations will assume coordination responsibilities under this policy.) The Vice Chancellor for Finance and Administrative Affairs will consult with the Provost and Vice Chancellor for Academic Affairs and Vice Chancellor for University Relations. After consultation, the Vice Chancellor for Finance and Administrative Affairs and/or the Vice Chancellor for University Relations will make a recommendation to the Chancellor for a decision.

In the event that the Chancellor is not available to make a decision, the Chancellor’s designee will act, in succeeding order, for weather-related cancellations: Provost and Vice Chancellor for Academic Affairs, Vice Chancellor for Finance and Administrative Affairs, Vice Chancellor for University Relations.

If a decision is made to cancel all or some UWM classes, or to close all or part of UWM to the public and/or employees, the Vice Chancellor for Finance and Administrative Affairs will contact people as described in the “Notification Process” section below.

Timing for Class Cancellations

When possible, class cancellations will be issued using the following time blocks, by the announcement time listed below:

CLASS START TIME

7:30 a.m. – Noon
Noon – 4:00 p.m.
4:00 p.m. -- Evening

CANCELLATION ANNOUNCEMENT TIME

Preferably by 6:00 a.m. – no later than 6:45 a.m.
Before 10:30 a.m.
Before 2:00 p.m.

Those involved in making the decision understand that employees would prefer a decision to be made as early as possible – for example, before 5:00 a.m. However, because the decision often rests on weather factors (see below) that are still developing, often an earlier decision is not possible.

Weather Factors

Prior to consulting with the Provost and Vice Chancellor for Academic Affairs and Vice Chancellor for University Relations, the Vice Chancellor for Finance and Administrative Affairs will consider at least the following factors, obtaining information from the listed departments (contact list below) when formulating a recommendation to cancel classes, to close all or part of UWM to the public or to close all or part of UWM to the public and to employees, due to inclement weather:

- Conditions at UWM Campuses: Facilities, Planning & Mgt.
- Transit Availability: Transportation Services
- Public Schools/Other Universities: University Relations

- Road/Travel Conditions: UWM Police

In the case of inclement weather that occurs in the evening or early morning, the Associate Vice Chancellor of Facilities Planning and Management or designee, and the Chief of University Police or designee, will contact the Vice Chancellor of Finance and Administrative Affairs (contact information below) with a report on campus, road, and other conditions, at all UWM locations. Simultaneously, the Provost will be in contact with the Dean of the College of General Studies with respect to the need for and impact of cancelling classes or closing the campus locations in Waukesha and Washington County.

Notification Process

If classes are cancelled and/or campus is closed, the following notifications will be made:

1. The Vice Chancellor for Finance & Administrative Affairs (or designee) will confirm implementation of the closure with the Chancellor, Provost & Vice Chancellor for Academic Affairs, Vice Chancellor for University Relations, and UWM Police Chief.
2. The UWM Police will send out an electronic (RAVE) alert message utilizing email, text, and all available social media, notifying the entire UWM community of decisions made. University Relations will pre-supply the UWM Police with appropriate language for various potential weather-related circumstances, including each of the following circumstances:
 - a. Class cancellation (morning, afternoon, or evening only, or all day)
 - b. Closure of UWM to employees
 - c. Closure of UWM for visitors
 - d. Any deviation in closures between the UWM Eastside Campus and Waukesha and Washington County campuses

In the event of an unusual weather-related closing requiring more individualized information, the Vice Chancellor for University Relations, in consultation with the Vice Chancellor for Academic Affairs and Chief Student Affairs Officer, as appropriate, will supply the UWM Police with preferred alert language, as necessary.

The UWM Police may also individually contact other UWM officials as necessary and appropriate (names and contact information found below). In the normal case, this will include:

- Transportation Services
- University Housing
- Facilities, Planning & Management
- Continuing Education
- Enrollment Management
- University Safety & Assurances
- College of General Studies

3. The Vice Chancellor for University Relations will notify University Relations staff to contact the media and the UWM Switchboard, send a campus announcement, update the UWM Voicemail (229-4444) and UWM Home Page, and the send the announcement to UW System’s public relations lead. The Vice Chancellor for University Relations will consult with the Provost and Vice Chancellor for Academic Affairs and Chief Student Affairs Officer to formulate the message to the public and/or the campus announcement mentioned above that will include follow-up instructions to students and employees (e.g., messages about rescheduling of classes and events or make-up exam arrangements).
4. Upon receipt of cancellation or closure notice, campus units that are sponsoring events or activities open to the public should also endeavor to use their own communication channels to communicate news of the closure and any other details to those members of the public.

2019-2020 Contact Information:

Chancellor’s Cabinet

	<u>UWM #/Ext</u>
Mone, Mark - Chancellor	414-229-4331
Abele, Jennifer – Dir. Of Strategic Partnerships	414-229-5857
Britz, Johannes - Provost/Vice Chancellor	414-229-4501
Beck, Bob – Chief Information Office/AVC	414-229-3713
Braun, Amanda – Director of Athletics	414-229-6599
Borger, Patricia – VC for Development	414-229-3013
Clark, David – Vice Provost for Student Success	414-350-1937
Eilers, Kay – AVC for Enrollment Management	414-229-7194
Gilbert, Dave – President, UWM Foundation	414-906-4670
Haag, Kelly – Chief Student Affairs Officer	414-229-4508
Harris, Mark – Vice Provost for Research	414-229-5483
Hickson, Helaine – Office of the Chancellor	414-229-4027
Luljak, Tom - VC for University Relations	414-229-5024
Prince, Joan -VC Global Inclusion & Engagement	414-229-3101
Urdan, Joely - Chief Legal Counsel	414-229-4730
Van Harpen, Robin - VC for Finance & Admin.	414-229-2629
Weslow, Sue – Chief of Staff	414-229-4503

Additional Staff / Resources

	<u>UWM #/Ext</u>
Academic Affairs, Dev Venugopalan	414-323-9790
Admissions, Patrick Fay	414-229-6235
College of General Studies, Simon Bronner	262-521-5213
UWM at Washington County, Paul Price	414-251-8601
UWM at Washington County (alt), Tim Steffan	262-483-3099
UWM at Waukesha, Tim Thering	262-521-5204
UWM at Waukesha (alt), Brenda Dugan	262-521-5433
Continuing Education, Nancy Nelson	414-227-3301
Facilities Planning & Mgmt., Melissa Spadanuda	414-229-3173
Facilities Services, Dispatch	414-229-4742
Facilities Services, Heat Plant	414-229-4652
Health Center, Dr. Julia Bonner	414-229-5684
Human Resources, Tim Danielson	414-229-4463

Office of Legal Affairs, Donna McGee	414-229-5197
Police, UWM Police Chief Joe LeMire	414-229-4627
Police, Dispatch	414-229-4627
Registrar's Office, Kristin Hildebrandt	414-229-6031
Student Union, Rick Thomas	414-229-5559
Transportation Services, Prasanna Nanda	414-229-3076
UITS, Beth Schaefer	414-229-4072
University Housing, Arcetta Knautz	414-229-6149
University Relations, Michelle Johnson	414-229-7490
University Safety & Assurances, Zack Steuerwald	414-430-1474
UWM Switchboard	414-229-1122