

**Procedures for Weather-Related and Other Emergency  
Cancellation of Classes and Campus Closures  
PUBLIC VERSION  
Updated June 2022**

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 inclement weather or other emergency conditions. These policies apply to all UWM locations, but decisions on cancellation may vary depending on 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 or other emergencies (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 or other emergency 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 or other emergency 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 & Communications 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 & Communications. After consultation, the Vice Chancellor for Finance and Administrative Affairs and/or the Vice Chancellor for University Relations & Communications 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 or other emergency cancellations: Provost and Vice Chancellor for Academic Affairs, Vice Chancellor for Finance and Administrative Affairs, Vice Chancellor for University Relations & Communications.

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:

<b><u>CLASS START TIME</u></b>	<b><u>CANCELLATION ANNOUNCEMENT TIME</u></b>
7:30 a.m. – Noon	Preferably by 6:00 a.m. – no later than 6:45 a.m.
Noon – 4:00 p.m.	Before 10:30 a.m.
4:00 p.m. – Evening	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 (see below) or other factors that are still developing, an earlier decision is often not possible.

### **Weather Emergencies**

Prior to consulting with the Provost and Vice Chancellor for Academic Affairs and Vice Chancellor for University Relations & Communications, 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 due to weather-related or other emergencies, 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 & Communications, 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 and other emergency 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 or other emergency closing requiring more individualized information, the Vice Chancellor for University Relations & Communications, in consultation with the Vice Chancellor for Academic Affairs and the Vice Chancellor for Student Affairs, 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 & Communications will notify University Relations staff to contact the media and the UWM Switchboard, send a campus announcement, update the UWM Home Page, and the send the announcement to UW System’s public relations lead. The Vice Chancellor for University Relations & Communications will consult with the Provost and Vice Chancellor for Academic Affairs and the Vice Chancellor for Student Affairs to formulate the campus announcement with instructions to students and employees regarding such things as the 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.

**2022-2023 Contact Information:**

**Primary Contacts**

	<b><u>UWM #/Ext</u></b>
Mone, Mark - Chancellor	414-229-4331
Abele, Jennifer – Dir. Of Strategic Partnerships	414-229-5857
Gronert, Scott – Interim Provost/Vice Chancellor	414-229-4501
Beck, Bob – Chief Information Office/AVC	414-229-3713
Braun, Amanda – Director of Athletics	414-229-6599
Clark, David – Vice Provost for Student Success	414-350-1937
Duce, Keri – Interim Co-Lead UR&C	414-229-5188
Eilers, Kay – AVC for Enrollment Management	414-229-7194
Gilbert, Dave – President, UWM Foundation	414-906-4670
Haag, Kelly – VC for Student Affairs	414-229-4508
Harris, Mark – Vice Provost for Research	414-290-7272
Hickson, Helaine – Office of the Chancellor	414-229-4027
Johnson, Michelle – Interim Co-Lead UR&C	414-229-7490
Nesbitt, Joan – VC for Development & Alumni Rel	414-229-3033
Salazar, Dave – Police Chief	414-229-7143
Urdan, Joely - Chief Legal Counsel	414-229-4730
Vang, Chia – VC for Diversity, Equity & Inclusion	414-229-1101
Van Harpen, Robin - VC for Finance & Admin.	414-229-2629
Weslow, Sue – Chief of Staff	414-229-4503

**Additional Staff / Resources**

	<b><u>UWM #/Ext</u></b>
Academic Affairs, Dev Venugopalan	414-323-9790
College of General Studies, Simon Bronner	262-521-5213
College of General Studies, Facilities, Jon Etta	262-335-5217
UWM at Washington County, Paul Price	262-521-5412

UWM at Waukesha, Tim Thering	262-521-5204
Continuing Education, Nancy Nelson	414-227-3301
Dean of Students, Adam Jussel	414-251-8191
Facilities Planning & Mgmt., Melissa Spadanuda	414-229-3173
Facilities Services, Dispatch	414-229-4742
Facilities Services, Heat Plant	414-229-4652
Health Center, Dr. Aamir Siddiqi	414-229-4716
Human Resources, Makda Fessahaye	414-229-4463
Office of Legal Affairs, Donna McGee	414-229-5197
Police, Lt. Brian Switala	414-229-4627
Police, Dispatch	414-229-4627
Registrar's Office, Kristin Hildebrandt	414-229-6031
Student Life & Svcs, Nolan Davis	414-251-7199
Student Union, Rick Thomas	414-229-5559
Transportation Services, Prasanna Nanda	414-229-3076
UITS, Beth Schaefer	414-229-4072
Undergraduate Admissions, Marc Young	414-251-7547
University Housing, Arcetta Knautz	414-251-5203
University Safety & Assurances, Zack Steuerwald	414-430-1474