



## INCLEMENT WEATHER/EMERGENCY CONDITIONS

No.: \_\_\_\_\_

Date: \_\_\_\_\_

**Authority:** Wisconsin Statutes

§36.115 <https://docs.legis.wisconsin.gov/statutes/statutes/36/115>

Wisconsin Statutes §230.35(5)(c)

<http://docs.legis.wisconsin.gov/statutes/statutes/230/II/35/5/c>

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15, [https://www.wisconsin.edu/personnelsystems/download/development\\_documents/ops/gen/UPS%20OP%20GEN%2015%20Inclement%20Weather%20and%20Other%20Emergency%20Conditions.pdf](https://www.wisconsin.edu/personnelsystems/download/development_documents/ops/gen/UPS%20OP%20GEN%2015%20Inclement%20Weather%20and%20Other%20Emergency%20Conditions.pdf)

State of Wisconsin Human Resources Handbook Ch.

736, <http://oser.state.wi.us/docview.asp?docid=7346>

Wisconsin Statutes §20.922(2) <http://docs.legis.wisconsin.gov/2013/statutes/statutes/20/X/922>

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2, [https://www.wisconsin.edu/personnelsystems/download/development\\_documents/ops/gen/UPS%20OP%20GEN%202%20-%20Standard%20Office%20Hours,%20Legal%20Holidays%20and%20Other%20UW%20System%20Institution%20Closures.pdf](https://www.wisconsin.edu/personnelsystems/download/development_documents/ops/gen/UPS%20OP%20GEN%202%20-%20Standard%20Office%20Hours,%20Legal%20Holidays%20and%20Other%20UW%20System%20Institution%20Closures.pdf)

**Initiator:** Robin Van Harpen, Vice Chancellor, Finance & Administrative Affairs

**Responsible Party:** Department of Human Resources; Shannon E. Bradbury, Department of Human Resources; Classified Staff Council

**Purpose:** To establish procedures and authority for determining to what extent university facilities should remain open or closed in the event of inclement weather or other emergency conditions.

**Policy Background:** Wis. Stat. §36.115(2) requires the Board of Regents to develop personnel systems that are separate and distinct from the personnel system under Wis. Stat. Chapter 230, effective July 1, 2015.

Chapter 230 of the Wisconsin Statutes contains specific information about instances in which institutions may be closed. This policy provides UWM with the authority to implement inclement weather and emergency conditions policies that are similar to the policies set forth in Wis. Stat. § 230.35(5)(c) and Wisconsin Handbook Chapter 736.

## **DEFINITIONS**

*Inclement Weather* means severe weather or other conditions that place the health and safety of students, employees or the public at risk.

*Emergency Conditions* means infrastructure or other circumstances which are detrimental to the health and/or safety of students, employees or the public.

## **POLICY AND PRACTICE**

In accordance with Wisconsin Statutes Chapter 36, and delegated authority from the Board of Regents and the UW System President, the UWM Chancellor has the authority to cancel classes, close all or part of UWM to the public, or completely close all or part of UWM to the public and employees. While the decision rests with the Chancellor, the effect of a complete closing on the university makes it preferable that UWM remain open to all staff, if at all possible, even where cancellation of classes or public events is necessary.

When inclement weather or emergency conditions exist, every effort will be made to keep UWM open and operating as normal. However, where the health and safety of students, employees or the public would be placed at risk, or conditions prevent the normal operations or services of UWM, the nature and extent of any action to be taken will be determined by the Chancellor. The Chancellor will implement the UWM inclement weather/emergency conditions policy including the approval protocol for emergency closure of specific buildings, if necessary.

### **When UWM Remains Open**

When the institution is not closed, all employees are expected to report to work unless an absence or another arrangement is approved by the employee's supervisor. The employer may charge any such approved absence to available vacation, accrued compensatory time, or available holidays as designated by the employee or allow or require the employee to make up

the lost time. FLSA-exempt employees may account for their time in a manner consistent with their professional responsibilities, as approved by the employer.

Employees are expected to notify the employer if they cannot report to work or will report late.

### **When UWM is Closed**

When the institution is closed and employees are directed not to report or are sent home, they will be given the following options: 1) use available vacation, accrued compensatory time, or available holidays to cover the absence; 2) use leave without pay, or 3) make up lost time in the same work week. This applies to all employees except those whose continued presence is required.

Nonexempt University Staff (e.g. who earn overtime for hours worked over 40 in a workweek) 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, as approved by their supervisor.

### **Contact Information**

For information about current weather conditions, check the UWM Weather Information page, <http://www5.uwm.edu/news/weather/#.VKcOn2NZ64s>, or Innovative Weather, <http://www.innovativeweather.com/forecast-mke.php> . For the procedures related to campus closings, see the *FAA Procedures for the Weather Related Canceling of Classes and Closing of UWM*, [http://www4.uwm.edu/faa/resources/upload/Weather\\_Procedure\\_-\\_2013-Redacted.pdf](http://www4.uwm.edu/faa/resources/upload/Weather_Procedure_-_2013-Redacted.pdf).

For information about the operation of this policy, contact the Personnel Representative for your respective School, College, Division or Department, or the Department of Human Resources.