



Approved by: Chancellor Cabinet

Date: 11/21/19

*Sheryl Van Gruensven*

Sheryl Van Gruensven, Interim Chancellor

Amended by consent of Cabinet: February 9, 2021

## INCLEMENT WEATHER/EMERGENCY CONDITIONS

### GB-50-19-1

The Chancellor has the authority to cancel classes, close all or part of the institution to the public, or completely close all or part of an institution to the public and employees based on emergency or unsafe conditions caused by weather. The Chancellor may make determinations as to the limited nature of reductions in operations based on these conditions or close the institution.

It is preferable to ensure that the institution 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 the University of Wisconsin-Green Bay 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 operation or services of the University, the nature and extent of any action to be taken will be determined by the appropriate administrator.

### DEFINITIONS

**Class Cancellation:** The suspension of all academic courses held on a campus. For purposes of this policy, classes delivered via *online modalities* during the relevant time period will not be presumptively canceled based on emergency conditions.

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

**Event Cancellation:** The termination of a single or multiple campus event. For purposes of this policy events which are planned to be delivered virtually will not be presumptively canceled based on emergency conditions.

**Facility Closure:** The closure of one or more University Facilities.



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

**Institutional Closure:** All facilities, classes and non-essential operations are suspended for the time period.

## POLICY

If conditions exist on any UW-Green Bay campus or in the area which result in blizzard like conditions, extreme cold or excessive snow or when designated campus personnel observes that campus roads are becoming unsafe or impassable, the Chancellor may elect to limit the operation of the University in the interest of the safety of the students, staff and public.

If such conditions are present relevant departments on campus shall collect information and make a recommendation to the Chancellor who will make a final decision. In limited circumstances, individual areas may make determinations as outlined in this policy.

<u>Operational Restriction:</u>	<u>Decision:</u>	<u>Impact:</u>	<u>Internal Notification</u>
Institutional Closing	Chancellor	All operations of the Institution are suspended	Office of Chancellor
Class Cancellation*	Provost	All face to face classes are Cancelled for a time period	Office of the Provost
Facility Closure (General)	Chancellor	Facility will be closed to students and public	Office of Chancellor
Facility Closure (Specific)	Area Leader	Facility will be closed to students and public	Director
Event Cancellation*	Director	Event is cancelled	Director

\*In the event that Classes are cancelled, all student activities, meetings and events scheduled for that day will be cancelled. Events which are scheduled to be presented virtually will not be presumptively cancelled. If the presenter is unable to facilitate the event do to the emergency conditions the presented or campus sponsor will be responsible to provide notification to participants.

For the University of Wisconsin-Green Bay Manitowoc, Marinette and Sheboygan Campuses, shall be governed by the Facility Closure and Event Cancellation and the decision shall be made by the Campus Administrator with approval from the Provost.



## NOTIFICATION

The Office listed above in conjunction with Marketing and University Communication shall issue and email to the institutional community advising of the any action to be taken under this policy.

Marketing and University Communications shall issue a closing or class cancellation bulletin via e-mail, or other electronic means available, such as web site, public address system, applicable media, TV/radio, to all faculty, staff and students.

University Police shall provide notification through GB Alert to the affected users.

University Information Center operators inform callers of campus closure or class cancellations, along with information on special events, as provided.

## STUDENT & STAFF EXPECTATIONS:

The Provost may cancel face to face classes for a period of time. If such cancellation is issued, an instructor may not elect to hold a class during that time. Distance and online courses will be governed by the campus from which they originate. Course delivered via interactive video during the relevant time period will be presumed to continue. In the event that the instructor of such a class is unable to facilitate instruction due to the emergency condition, they must seek specific approval from the Provost to cancel the class. The instructor will be responsible for providing notice to students of the class cancellation.

If classes are not cancelled, it is expected that the course will be held as scheduled. Students who are unable to attend class due to safety concerns caused by weather shall be required to notify the instructor of their absence as required.

Consistent with [SYS 1235: Inclement Weather/Emergency Conditions](#), **when the institution is not closed**, employees are expected to report to work unless an absence or other working arrangement is approved by the employee's supervisor. Employees are expected to notify their supervisors if they cannot report to work or will report late.

**In the event of an institutional closure**, most employees will be directed not to work. Employees at work when the institution is closed will be given the option of remaining at work or leaving their worksite, operational needs permitting. This applies to all employees except essential employees whose continued presence is required to maintain critical operations.

Contingent upon approval from their supervisor, employees have three options if they are unable to make it to work due to inclement weather (including during an institutional closure):



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- Utilize available paid leave, including vacation, accrued compensatory time, available holidays, or leave without pay to cover the absence.
- Make up the missed time by working extra hours on other days *within the same week*. Supervisors may require the employee to make up lost time during the same workweek of the absence if required for the operation of the work unit.
- Alternative work arrangements (i.e. remote work, flexible work schedule) may be acceptable based upon the employee's job functions.

Employees who are not exempt from the Fair Labor Standards Act (FLSA) overtime pay provisions (i.e., those who must be paid 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.

Reference:

Operational Document can be found [here](#)