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**Responsible University Office:**  
*Human Resources*

**Responsible University Administrator:**  
*Vice Chancellor for Business and Finance*

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## Inclement Weather

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### Scope

This policy is applicable to all UNK employees.

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### Policy Statement

The decision to close the University because of severe weather or other reasons shall be made by the Chancellor on the recommendation of the Vice Chancellor for Business & Finance. Personnel who have the most direct responsibility for understanding and dealing with weather emergencies will advise the Vice Chancellor for Business & Finance.

Selected positions have been identified, by the appropriate departments, as essential (e.g., police, grounds crew, custodial and HVAC) during times of severe weather, natural or other disasters. Staff holding those positions should be made aware of the essential designation at the time of hiring or upon reassignment to such a position. The individuals in positions specifically identified as essential during severe weather and natural or other disasters will be required to report during those conditions. Unless a position has been specifically identified as essential during a weather closing, the employee should assume their services are not required.

Although the University is open during periods of adverse weather, supervisors and department chairs may alter work schedules to make allowances for unique travel problems. This means employees must still account for their normal workday by working or taking vacation leave.

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## Reason for Policy

There are times severe weather or other reasons impact the standard workday.

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## Procedures

When the University is closed due to severe weather, all regular office/service and managerial/professional personnel scheduled to work will be considered on paid administrative leave (BADW). If an employee is utilizing vacation, sick leave or compensatory time on a day that the University is closed due to severe weather, their leave will be changed to administrative leave (BADW). Temporary personnel are not eligible for administrative pay. Essential office/service and managerial/professional personnel who work during a weather shutdown will receive time off (hour for hour) at a later date for the period of time they work. At departmental discretion, regular hourly paid employees may receive additional pay (hour for hour) in lieu of time off.

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## History

This policy replaces the prior version in the Business & Finance Policy & Procedure manual.