

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: University Closure for Inclement Weather and Other Emergencies

Policy Number: 13.12

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 11/7/2016

Unit(s) Responsible for Policy Implementation: President's Office

Purpose of Policy (what does it do): Regulates university closure for inclement weather and other emergencies

Reason for the addition, revision, or deletion (check all that apply):

Scheduled Review Change in law Response to audit finding

Internal Review Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy: N/A

Specific rationale for each substantive revision: Change department name from Public Safety to University Police

Specific rationale for deletion of policy: N/A

Additional Comments:

Reviewers:

John Fields, Executive Director and Chief of Police
Dr. Adam Peck, Assistant VP and Dean of Student Affairs
Dr. Steve Westbrook, Vice President for University Affairs
Damon Derrick, General Counsel

University Closure for Inclement Weather and Other Emergencies

Original Implementation: June 1, 1990

Last Revision: ~~November 7, 2016~~ October 28, 2019

In the event inclement weather or other conditions impede the normal operations of the university, the president may declare an emergency, cancel/delay classes, and close university offices for an appropriate period. The president's decision may be provided to the news media by the University Marketing Communications office and broadcast by the ~~Department of Public Safety~~ *University Police Department* via the JackAlert Campus Notification System. In the absence of a specific announcement otherwise, faculty, staff and students should assume normal operation of the university.

If the president declares an emergency, cancels/delays classes, and/or closes university offices, certain critical areas shall be required to continue operations. These are:

1. ~~Department of Public Safety~~ *University Police Department* - Employees designated by the executive director/chief of police.
2. Physical Plant - Employees designated by the director of the physical plant department.
3. Residence Life - Employees designated by the director of residence life.
4. Student Center - Employees designated by the director of student services.
5. Any other area deemed critical by an appropriate vice president.

Employees who are required to report to work during the period the university is closed may receive compensatory time. Employees who voluntarily report to work during the period the university is closed shall not receive compensatory time. Employees who are on vacation or sick leave during the period the university is closed will not be charged for leave.

The provisions of this policy apply to all employees, regardless of the nature of their employment or the time of their work shift.

Cross Reference: None

Responsible for Implementation: President

Contact for Revision: Vice President for University Affairs

Forms: None

Board Committee Assignment: Academic and Student Affairs