

## PERSONNEL

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#### Inclement Weather (6.42)

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## PURPOSE

The purpose of this policy is to outline the inclement weather policy for Tennessee State University.

## POLICY

In accordance with TBR Policy No. 5:01:01:11 on Administrative Closing, the President may declare specific hours of emergency closing as the result of inclement weather. In such cases, regular full-time and part-time employees on the active payroll who are scheduled to work during the declared times of closing will be granted time off from work with pay. This time off will be "Administrative Leave." Employees who are not scheduled to work will not be paid for the emergency closing.

If an emergency closing has not been declared due to inclement weather and an employee is prevented from reporting to work for his/her normally scheduled working hours, annual leave or leave without pay will be charged. Regular part-time employees will be affected on a pro rata basis.

## PROCEDURE

In the event of inclement weather, the President will direct the Director of Public Relations to disseminate appropriate information regarding any significant departure from the official operating schedule of the University. Information to University employees and the general public will be communicated via announcement on local radio and television stations. The announcement will state that (A) **"Classes have been canceled"** or (B) **"The University has been/will be closed."**

**(A) An announcement that "Classes have been canceled" means that classes and exams scheduled for that day and or evening have been canceled. Administrative offices of the University will be open.** The announcement may include one or more of the following sample statements.

1. Day classes and scheduled exams have been canceled; or  
Day and evening classes and scheduled exams have been canceled; or  
Evening classes and scheduled exams have been canceled.
2. All offices of the University are/will be open.

3. Staff is to report at \_\_\_\_\_ a.m.
4. Women's and men's basketball games scheduled for \_\_\_\_\_ this evening will be canceled.
5. Insurance test scheduled for \_\_\_\_\_ this evening has been canceled.

If cancellation is for less than a full day, a specific time period will be included in the announcement. The announcement will include information regarding day and/or evening classes, faculty reporting, sports events and non-instructional activities scheduled for that day or evening. Staff is to report to work areas. If a delay in staff reporting time will be in effect, the announcement will include time staff is to report to work. Staff who chooses not to report will charge time off to accrued compensatory or annual leave time.

**(B) An announcement that "the University is closed" means that classes and exams scheduled for that day and evening are canceled and administrative offices of the University are closed.** The announcement may include one or more of the following statements.

1. All classes and non-instructional activities are canceled.
2. Administrative offices of the University are closed.
3. Essential inclement weather employees are to report.

Each Vice President has developed a "calling tree" process to be implemented, when necessary, to notify key staff during inclement weather or other emergency situation that impacts the official operating schedule of the University.

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## REFERENCE

TBR Policy No. 5:01:01:11