

The University of Nebraska-Lincoln
Operating Policy For Inclement Weather Shutdown
Effective November 2000
Revised 01/31/02

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 and Finance. Personnel who have the most direct responsibility for understanding and dealing with weather emergencies will advise the Vice Chancellor for Business and Finance. These offices include: UNL Police, Facilities Management and Planning (which includes the Power Plant and Building Maintenance), Landscape Services (with responsibility for snow plowing and removal), and Telecommunications (receiving weather forecasts). Once a decision has been made, no later than 5:00 a.m., the Vice Chancellor for Business and Finance will notify the University Telecommunications and University Police. The Chancellor's Office notifies the other Vice Chancellors and University Communications. The Director of University Communications will notify radio and television stations and other appropriate media. Every effort will be made to have shutdown information in the news media by 6:00 a.m. for day classes and by 2:00 p.m. for night classes.

Selected positions have been identified as essential during weather closings (e.g. police officers, residence hall cooks, and snow removal personnel). Such personnel are made aware of this designation at the time of hiring or reassignment to a position that is considered essential during a weather closing. Unless a position has been specifically identified as essential during a weather closing, the employee should assume their services are not required.

The announcement by the Director of University Communications will be one of three alternatives:

1. "All classes (night classes) and nonathletic events are canceled and all offices and clinics are closed at the University of Nebraska-Lincoln. Only those individuals required to report during weather shutdowns should report to work."

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. 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.

There may also be occasions when a severe storm approaches and all indications are that extremely hazardous conditions will prevail. It may then be advisable to close down the University so that personnel can get home safely. In this case, notification as outlined in the first paragraph will be followed with the addition that the switchboard will also begin notification of deans, directors, and department chairs. The compensation provisions outlined above (pay or time off) will apply for the number of hours involved. In these situations if an employee works part of a day and then is sent home they will be paid for the entire day (pay for hours worked and administrative leave for the remainder of the day).

2. "All classes (night classes) nonathletic events and clinics at the University of Nebraska-Lincoln are canceled; however, all other business will be conducted as usual. Therefore, all personnel should report for work."

This situation may occur, for example, if a storm before the start of the second semester prevents most students from returning in time but local personnel are still expected to come to work. In this situation there will be no administrative leave granted. Those not reporting for work may use vacation leave or leave without pay if there is no vacation leave accumulated. No additional time is granted for employees who come to work. In other words, it will be a normal workday for all employees.

3. "The University of Nebraska-Lincoln is open and all activities will be conducted as usual."

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. Address questions or requests for further information about weather shutdowns to the Office of University Communications, (472-2211). Questions pertaining to compensation for hours worked in such situations may be addressed to Human Resources (472-3101).