

WORK CONDITIONS AND HOURS

INCLEMENT WEATHER/CLOSING OF CAMPUS

The decision to close Campus for bad weather will be made by the University President. In the event of the President's absence, the decision will be made by his or her designee. The decision will be made after receiving the best information available from weather reports, and designated University personnel.

Notification will be in accordance with the University's organizational chart; with the Director of Public Relations notifying the radio and television stations as appropriate.

The local radio stations and television stations will be informed of the decision as soon as it is decided the campus will be closed on a given day. If no announcement is made, it may be assumed that the University will be open for normal operations. If appropriate, the Weatherford Daily News will be notified, however, the decision will usually be made early in the morning.

Administration, Cafeteria and Physical Plant personnel will report to work unless otherwise notified by their immediate supervisor. Upon official notification supervisors will be responsible to notify employees within their respective areas as to the closing of the University and any special conditions relative thereto. It is the responsibility of the Director of the Physical Plant to request assistance from the City for removal of snow from the University streets, driveways, and parking lots.

In the event of inclement weather, it may be necessary for the University to allow employees to be excused from work earlier than scheduled or arrive at work later than scheduled. Those employees that are not considered critical for University operations may be provided such excused work absences by the President of the University. In some instances it may also be necessary to close University offices. The decision to close offices will be made by the University President.

Critical positions are as follows:

Executive Officers.

Managers/Supervisors

Maintenance employees, excluding non-dormitory custodians and dormitory custodians if there are no students in residence.

Cafeteria food service employees, if there are students in residence.
Telephone operators.

Faculty, if classes are being held.

Nurse, if there are students in residence.

Police Personnel.

Absences for employees in critical positions who hold nonexempt status (qualify for overtime/compensatory time) will be considered leave with pay. Employees in nonexempt status positions who do report shall be compensated for their normal work day and accrue compensatory "comp" time for hours actually worked. **Note:** Unless more than 40 hours are actually worked during the workweek the comp time is accrued at a straight rate.