



HUMAN RESOURCES

Illinois State University

It is our commitment to keep the University open during severe weather if possible. However, it is important to clarify in advance what the expectations will be in the event severe weather should cause difficulty traveling to campus and/or result in an Administrative Closure decision. In the case of severe weather during the academic year, the University may choose one of the following courses of action:

University Weather Advisory

A University Weather Advisory will be issued when weather conditions are such that most employees and students would be able to maintain their normal schedule, although some might experience difficulty with travel to and from the University and/or classes. This information will be provided to local media sources and placed on the Illinois State University [home page](#).

During an advisory, classes will not be cancelled, and the University will operate on a normal schedule.

Employees, whether working on campus or from a remote location, scheduled for work shifts after a University Weather Advisory is issued should report to work as usual. Any employee assigned to work on campus who determines that weather or traffic conditions would prevent safe reporting for work during the Advisory must contact supervisory personnel each day in advance of their regular scheduled reporting time, so management will be aware that the employee will be absent from work and is not experiencing travel problems en route to campus. The employee may request supervisor approval to work from an off-campus location, provided the employee's job functions can be effectively performed remotely, or use available vacation time or, if applicable, banked compensatory time for the time away from work.

Classes Cancelled Only

A Classes Cancelled Only course of action will be taken when weather conditions are such that most students enrolled in face-to-face classes would be prevented from getting to classes safely. A decision to alter class schedules will be made and shared with the campus community by 5:30 a.m., when possible, for day classes; however, because of the nature of unpredictable storms and events, there may be occasions when day classes will be cancelled after 5:30 a.m. Evening class cancellation decisions will be made and shared by 2:30 p.m., when possible; however, because of the nature of unpredictable storms and events, there may be occasions when evening classes will be cancelled after 2:30 p.m. This information will be provided to local media sources and placed on the Illinois State University [home page](#) and social media sites. An ISU Emergency Alert may be issued based on the timing of the cancellation decision. In the event of a Classes Cancelled Only course of action, all classes, regardless of modality, will be cancelled. University personnel are expected to report to work as usual. As in the case of a University Weather Advisory, each employee assigned to work on campus will individually determine if the weather is such that he or she cannot get to work safely, and the same provisions of notification to supervisors and time off requests for on campus and remote work will apply as above.

University Lab Schools Closure Only

The Director of the Laboratory Schools has the delegated authority, with approval of the Provost or their designee, to cancel classes at University High School and Thomas Metcalf School. The closure will be announced to parents, students, and staff via the Lab Schools messaging system, to local news media, to

a representative of the University's Media Relations staff and to the Director of Emergency Management. Each school's website will be updated immediately to announce the closure. If a closure is announced, all classes will be cancelled, regardless of the location from which the student was to have been attending class that day.

When the Laboratory Schools are closed, but the University is open, designated building support staff are required to report to work. All other non-designated staff, under the direction of the building Principal, will not report to work unless that option is approved by the building Principal. Those employees not reporting to work will not be paid unless they use accrued vacation or compensatory time. Since the schools are required to make up the days lost for school closings, the Civil Service and Administrative Professional staff who follow the lab school academic year, as well as Faculty Associates, will have the opportunity to make up the lost time.

Severe Weather University Administrative Closure

A Severe Weather University Administrative Closure will be declared when weather conditions are such that it would be unsafe for students or employees to attempt to go to work or class. Only weather-essential personnel will be required to be at work. All other employees, regardless of current work location (on-campus or remote), will not be required to work and all classes, regardless of modality, will be cancelled.

This information will be provided to media sources, placed on the Illinois State University [home page](#), social media sites, and, in the event of an early morning decision to close, through ISU Emergency Alert. Employees who are scheduled to work, but do not work on the day of a Severe Weather University Administrative Closure, will be paid. Non-exempt (hourly) employees who were scheduled to work should record these closure hours with the time reporting code of AC. Although not required, exempt employees may record the closure on their timesheet by using time reporting code XAC.

- In accordance with policy 3.1.6 Administrative Closings, hourly employees designated as weather-essential personnel who work on the day of a Severe Weather University Administrative Closure will receive an equal number of hours off, with pay, equivalent to those worked on that day and not to exceed 7.5 or 8.0 hours (whichever is applicable). Employees (or supervisors) should report this "hour for hour" compensatory time (comp time) using the time reporting code in iPeople of RTB. Hours worked beyond the standard workday are considered overtime and those additional hours should be reported as such (OVT) by the supervisor. Premium pay for these hours will be in accordance with University guidelines, FLSA Guidelines, and labor agreements. Overtime hours are not included in the hour-for-hour comp time. To access this time later when used, the employee will simply select CTU (comp time used) when reporting time in the future. Employees designated as weather-essential personnel working in areas where time is not directly entered into iPeople, or where exceptions exist (e.g., "flex" employees), should work with supervisors to record time appropriately.
- Exempt employees (salaried) designated as weather-essential personnel are expected to work without additional compensation or time off.
- Extra Help employees and Student employees are paid for hours worked only and, therefore, are not entitled to receive pay for a Severe Weather University Administrative Closure, nor do they accrue hour-for-hour comp time for time worked on closure day(s).

- Employees who are scheduled, in advance of the closure, to use payable time (e.g.: vacation, sick or compensatory) should continue to report the previously approved benefit time.
- Hourly employees not designated as weather-essential personnel cannot be required nor are they authorized to work during a Severe Weather University Administrative Closure even if the employee is currently working under a Remote Work agreement.

Partial Day Closure / Late Start / Postponed Closure

Severe weather does not always give enough warning to prepare for a full-day operational closure. A Severe Weather University Administrative Closure will still be declared when weather conditions are such that it would be unsafe for students or employees to attempt to go to work or class from their residence. As much as possible, advance notice will be given so that employees and students have sufficient time to travel/return to their residences from on-site classes and work. Only weather-essential personnel will be required to be at work throughout these closures. All other employees, regardless of current work location (on-campus or remote) will not be required to work and all classes, regardless of modality, will be cancelled.

This information will be provided to media sources, placed on the Illinois State University [home page](#), social media sites, and, based on the timing of the decision, through ISU Emergency Alert. Employees who are already at work, but do not work the remainder of the day of a Severe Weather University Administrative Closure, will be paid. Non-exempt (hourly) employees who were scheduled to work should record these closure hours with the time reporting code of AC. Although not required, exempt employees may record the closure on their timesheet by using time reporting code XAC. Time reporting will be consistent with reporting above in the **Severe Weather University Administrative Closure** section of this document.

Weather Essential Personnel

- All departments, especially those noted below, are responsible for designating weather-essential personnel, if any, and communicating expectations of those individuals in the event of a Severe Weather University Administrative Closure.
- Selected positions within a variety of departments (e.g., University Police Department; Emergency Management; Facilities Services; Event Management, Dining and Hospitality; Environmental Health and Safety; University Housing Services; Technology Solutions) are designated as essential to the safe and effective operation of the campus. In the event of a Severe Weather University Administrative Closure, employees in "weather-essential positions" will be expected to remain at work or come to work.
- Employees should consult with supervisors for clarification on inclusion as "weather-essential personnel."
- Safety of employees is paramount. If travel conditions exist that endanger the safety of a "weather-essential" employee, the supervisor should be made aware of such situations immediately.

This memo will not be distributed to Student Employees and Graduate Assistants. Please share with Student Employees and Graduate Assistants as appropriate.

Employees and supervisors may direct questions to Human Resources at 438-8311.