



UW-Stevens Point UW System Administrative Policy-1235

SUBJECT: Inclement Weather/Emergency Conditions

Original Issue Date:
Last Revision Date: 03/04/2020

1. Policy Purpose

To establish an inclement weather/emergency conditions policy.

2. Background

[Chapter 230](#) of the Wisconsin Statutes contains specific information about instances in which institutions may be closed. This operational policy provides University of Wisconsin System (UWS) institutions with inclement weather and emergency conditions policies that are similar to the policies set forth in [Wis. Stat. § 230.35\(5\)\(c\)](#) and [Wisconsin Human Resources Handbook Chapter 736 \(Leave Management\)](#).

The [University of Wisconsin System UW System Administrative Policy 1235: Inclement Weather/Emergency Conditions](#) was implemented July 1, 2015.

3. Policy

When inclement weather or emergency conditions exist, every effort will be made to keep affected UW-Stevens Point open and operating as normal. However, where the health and safety of students, employees or the public would be placed at risk, or conditions prevent the normal operation or services of UW-Stevens Point, the nature and extent of any action to be taken will be determined by the Chancellor and appropriate administrator(s).

UW-Stevens Point classes will meet as usual unless there is formal notification from the Chancellors Office. In the absence of such notice, classes are presumed to meet as scheduled. Individuals who travel to and from campus are encouraged to use their own judgment as to whether or not such travel is wise. Should it be necessary to cancel a class due to the absence of an instructor, it is the responsibility of that instructor to notify their department head and to schedule an appropriate make-up session.

A. Reporting to Work/Leave Expectations

When the institution is **not closed**, employees are expected to report to work unless an absence or other arrangement is approved by the employee's supervisor. Employees are expected to notify their supervisor if they cannot report to work or will report late. Supervisors may require the employee to make up lost time if required for the operation of the work unit.

When the institution is **closed**, most employees will be directed to not report to work. Employees at work when the institution is closed will be given the option of remaining at work or leaving their worksite, operational needs permitting. This applies to all employees except employees whose continued presence is required.

Employees absent from work because of inclement weather or emergency conditions must use available vacation, accrued compensatory time, available holidays, or leave without pay to cover the absence, or they may arrange another work schedule with their supervisor. Supervisors may require the employee to make up lost time during the same workweek of the absence if required for the operation of the work unit. Make up or leave time should be in accordance with UW System leave policies and follow the department's standard unplanned absence expectations (e.g. ability to make up time).

B. Preparedness

Every college and administrative department (i.e. a department that is not within a college) has a responsibility to maintain a Continuity of Operations Plan (COOP) to establish current methods, procedures, and protocols to continue to perform the University's mission and their units' essential functions with minimal interruption during inclement weather/emergency conditions.

4. Notification

In the event that the campus will close and/or classes will be cancelled, the University will notify employees, students, and the public through a variety of communication methods. The primary method for notifications is through local media, the UW-Stevens Point homepage: www.uwsp.edu, and UW-Stevens Point email system. Information will also be available by calling 715-346-0123.

5. Related Documents

[Wisconsin State Statute: State Employment Relations: Chapter 230](#)

[Wis. Stat. § 230.35\(5\)\(c\)](#)

[Wisconsin Human Resources Handbook Chapter 736 \(Leave Management\)](#)

[UW System Administrative Policy 1235: Inclement Weather/Emergency Conditions](#)

6. Policy History

Original issuance date is unknown. This policy was previously included within the Classified Employee Handbook.

06/1/2020: Policy updated to align with UW System link and page updates.