

1 Severe Weather and Emergency Closings

2 Effective: Moved to Policy Library from UPM 3.6(4)

3 Updated/Revised: August 1, 2017

4 Contact: [Employee/Labor Relations Office](#)

5 Introduction

6 This policy provides guidance regarding the cancellation of classes and events and university closings
7 which result from inclement weather or emergency situations.

8 Policy Statement

9 In the event of inclement weather or other emergency, the president or other designated representatives,
10 in consultation with appropriate university administrators, may declare one of the following emergency
11 situations to be in effect:

12 **Classes are canceled.**

13 Classes will not be held, but the university will operate and staff will be expected to be on duty.

15 **The university and buildings are closed.**

16 Classes are canceled and staff members may leave the workplace. Faculty and professional and scientific
17 staff members whose responsibilities are not based upon a specific work schedule will be expected to
18 make appropriate adjustments in their activities in consultation with their organizational unit. Other staff
19 members will be expected to utilize compensatory time, vacation, or leave without pay for all hours
20 involved during their regular work schedule. With the approval of their supervisors, employees may make
21 up lost time within the same work week or may elect to work their regularly scheduled hours even though
22 the university may be closed to the general public or classes have been canceled. Staff members working
23 in areas of the university that are vital to university operations and are not generally closed, such as food
24 service, security, power plant, animal care, critical maintenance or snow removal functions should follow
25 the specific policies and procedures established for their areas of operation.

26 If classes are canceled or the university is officially closed, an announcement will be made to the local
27 news media. Concerned persons may also phone the Campus Information Center (515-294-4357) or
28 access the Iowa State University website home page for current information. If the university is to be
29 closed or classes canceled, the decision will also be communicated to affected deans, directors, and
30 department heads who will in turn notify affected employees.

31
32 Official closings of the university have occurred only rarely. If the university is not officially closed, all
33 employees will be expected to work their normal hours unless they have received supervisory permission
34 to be absent. Employees should promptly notify their immediate supervisor whenever it is impossible to
35 report to work.

36
37 If the university has not officially closed the employee may (1) make a request to make up compensatory
38 time within the work period, or (2) request vacation pay, or (3) take leave without pay. Employees who are
39 unable to get home after completing a regular schedule of work will be paid only for the number of hours of
40 work that have been authorized by their immediate supervisor.

41 Resources

42 Links

- 43 • [Weather Safety, ISU](#)
- 44 • [Iowa DAS Severe Weather Policy](#)
- 45 • [University Human Resources](#)

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