

University at Albany Policy 8.2

DRAFT

Inclement Weather and Other Conditions

Policy Purpose:

To set forth the University at Albany’s operations and requirement for reporting to work during Inclement Weather events, or other conditions that are severe enough to disrupt transportation or endanger the health of Employees.

Responsible Office: The Office of Human Resources

Responsible University Official: Chief Human Resources Officer

Policy History:

Date of Initial Approval: Month Day, Year
Dates of Amendments: Month Day, Year
Dates of Withdrawal: Month Day, Year

Policy Statement:

During Inclement Weather, the University must maintain functions and services that meet operational needs at the time of the event. As a public institution, only the governor has the ability to direct the closure of the campus. The president or designee does have the authority to cancel classes or shift to a hybrid-remote working/teaching day if inclement weather is expected. The University is committed to protecting the safety of its students, faculty, staff, third party entities, etc. during an inclement weather event, as well as providing critical services to those in need.

Persons Affected:

Employees and Third Parties

Definitions:

Continuity of Operations is an effort within individual executive departments and agencies to ensure that primary mission essential functions continue to be performed during a wide range of emergencies, including localized acts of nature, accidents and technological or attack-related emergencies.

Employee is any faculty member or staff employed by the University at Albany. This includes permanent, temporary, full-time, part-time, hourly, provisional or any other person who is on the payroll of the University in any capacity.

Essential Employee is a University Employee (state payroll, rf payroll, University affiliate and their vendors payroll) who is required to report to a designated work location(s), or to a remote/alternate work location(s), to ensure the operation of essential services during an emergency or when the University has closed or curtailed operations. Whether an Essential Employee is required to report to work

during an emergency or closure will depend upon the circumstances of the emergency or closure and the functions provided by the Essential Employee.

Incident Weather is defined as any severe or harsh weather condition that makes it unsafe or impractical to travel, commute, or work outdoors.

Other Conditions are defined as localized acts of accidents, utility or technological disruption, homeland security emergencies, or other conditions that disrupt travel or endanger the health of Employees.

Third Party or Parties is any person, organization, group or entity not legally affiliated with the University including, but not limited to, the general public, contractors, vendors, guests and visitors to the University, those using University facilities or property under a University revocable permit, and volunteers not enrolled as such on University systems.

UAlbany Alert is the University's official platform to communicate emergencies to the campus community-including weather-related delays and closures. UAlbany Alerts are delivered via text message, voicemail, and email.

University is the University at Albany, State University of New York.

Policy:

To promote the safety and resiliency of the University community, the University must maintain functions and services that meet the needs of students, provide safety operations, maintain buildings, and support critical research programs. Therefore, the University is establishing an Incident Weather policy that will ensure the core mission of the University is met during a weather event or when other conditions are severe enough to disrupt transportation or endanger the health of Employees.

- A. Continuity of Operations
 - 1. The University must be able to provide critical functions and services during an Incident Weather incident.
 - 2. Therefore, departments should identify and prioritize these functions, and supervisors should communicate expectations to Employees who support these functions well ahead of any anticipated weather event.
 - 3. All departments should routinely review their continuity plans and keep the plans up to date to ensure functions and services can be maintained amid a weather event.
- B. Employee Travel When University is Fully Operational
 - 1. It is acknowledged that there may be times when the University remains fully operational but localized or area specific weather or other condition may impact an Employee's travel to work.
 - 2. When the University is fully operational and class delivery remains in person, staff should make a reasonable effort to arrive at work for their regular scheduled shifts.
 - 3. If an Employee determines weather or other conditions create an undue hazard, supervisors, managers, and department heads are authorized to

- approve a reasonable amount of tardiness charged to the appropriate leave credits and not to penalize individuals.
4. If an Employee cannot report to work due to weather or other conditions, appropriate leave credits are to be charged for the specific day, or fraction thereof, the Employee couldn't report to work or leaves early.
 5. Sick leave is not an appropriate accrual for weather events, including public school closures or delays necessitating last minute childcare, and may be subjected to medical documentation, if applicable.
 6. If classes are canceled, the announcement would be made directly from the University.
 7. Local government officials, police, and media outlets do not have the authority to close state offices and facilities.
- C. Cancellation of Classes or Shift to Remote/Online Classes
1. When deemed appropriate, the University may cancel classes or shift all courses to be delivered remotely/online.
 2. Employees who can accomplish their duties remotely may request supervisory approval to fulfill their work obligation from an alternate work location.
 - a. Supervisors are responsible for ensuring that work is completed while at remote work locations. Supervisor's may require reports of work activity and/or completion.
 - b. There is no entitlement to this arrangement.
 3. In general, this does not apply to Essential Employees that perform work in grounds, central heating plant, maintenance and custodial, law enforcement, animal care, health services, those with responsibility for laboratory experiments, bus drivers, select administrative Employees who may need to meet administrative deadlines, and other Employees who are essential to maintaining the University's vital or mission-critical services.
 4. If the University is closed by a governor's order, directed early departures are not charged to leave accruals.
- D. Communication
1. The campus community should always assume that regular class schedules will be held at their regular scheduled times unless otherwise notified by the University directly.
 2. If changes to the class schedule need to be made, then emergency notifications will be communicated through multiple channels:
 - a. Text message, voicemail, or email notifications from "UAlbany Alert".
 - b. Web updates.
 - c. Social media notifications.

Related:

Statutes:

Regulations:

SUNY Policies:

University Policies, Guidelines and Procedures:

- [Liberal Leave Designation](#)
- [Liberal Leave During Weather-Related Emergencies](#)
- [8.3 Essential Employees](#)

Other:

- [Notification and Acknowledgement of Essential Employee Designation](#)

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