Inclement Weather

Purpose

To advise the campus community on the procedures related to the University's Inclement Weather Policy.

Policy

Any decision to close The University of Texas at El Paso during severe weather will be made after several factors are considered, including current and forecasted weather conditions, street conditions and any decision made by the major public school districts to cancel classes. Information concerning weather, road conditions and the status of UTEP campus physical facilities will be gathered by the Vice President for Business Affairs and transmitted to the President.

If a decision is made by the President to close the University, the Provost, the Vice President for Student Affairs, the Vice President for Institutional Advancement and Oversight, the Vice Provost for Research and Sponsored Projects, University Communications Office and the University Police will be notified immediately by the Vice President for Business Affairs. In the absence of the President, the decision to close University offices and suspend classes will be made by the Vice President for Business Affairs.

Procedures

During Inclement Weather Conditions:

Notification

Tune into the news via television or radio. Every effort will be made to notify the local media by 6:00 A.M. if the University will be closed for all or part of the day.

If you cannot access a television or radio, inquiries during extreme weather should be directed to the University Police department at 747-5611 or University Communications at 747-5526.

**Employees who are required to work when the University is closed because of inclement weather will, if eligible, earn equivalent compensatory time for the hours they work.

Absence during Inclement Weather when the University does NOT close for business.

During periods of severe weather, members of the faculty or staff who cannot travel safely are expected to notify their Department Chair or Director by phone. When the University is open, all faculty and staff members are expected to make a reasonable effort to meet their assigned responsibilities.

For guidance on leave taken for inclement weather when the University remains open, please consult the Human Resource Services Leave Procedure Module.

Applicability

This applies to all departments.

Responsible Party

Vice President for Business Affairs

Last updated: December 1, 2006