

Inclement Weather Policy

I. University Policy Statement

Vanderbilt University is dedicated to maintaining a safe campus environment for all faculty, staff, and students. This policy outlines the framework for safeguarding the Vanderbilt community and ensuring the campus remains operationally prepared during severe weather events.

II. Reason for Policy

This policy is designed to enhance institutional preparedness, ensure the safety of all community members and ensure the continuity of critical university functions during severe weather events.

III. Policy

Vanderbilt University is a residential campus and will remain open except in the most severe weather conditions. In situations where weather conditions are extreme, the chancellor (or appointed representative) may close the campus. Campus operation decisions are based on conditions on campus and along major transportation routes. The campus community is also expected to monitor local conditions to evaluate travel risks.

The following guidelines are designed to provide campus leaders with the flexibility to respond effectively to brief disruptions in campus operations. They may also be applied to non-weather-related disruptions. Specific instructions will be communicated for disruptions expected to last multiple days.

In the event of inclement weather when the university remains open, all staff members are expected to make every reasonable effort to maintain their regular work schedules but are advised to avoid undue risks in traveling. Managers should communicate with their staff to determine whether their responsibilities can be carried out remotely. Staff who anticipate arriving late or not arriving at all must notify their immediate leader prior to the start of their scheduled workday and take PTO as appropriate. Staff who need to leave work early due to weather must inform their leader before departing.

In the event of an extreme weather closure, staff designated as critical operations must report to work to maintain essential campus operations. Critical operations staff are defined as staff required to be at their designated work location to ensure the continued operation of critical functions or departments during emergencies or when the university has modified or suspended normal

operations. Staff who are not critical operations are not required to report to work and will have the day off as a Chancellor Administrative Day. Critical operation staff who are required to work on a Chancellor Administrative Day will receive another day off.

Critical operation staff and functions are identified at the departmental level. To prepare for severe weather, department leadership should establish a plan to notify staff of any operational or schedule changes through the standard chain of command.

If the Chancellor declares an administrative closure day due to weather, critical operation non-exempt regular staff that report to work will be eligible for the inclement weather premium. Inclement weather premium will be paid at the rate of one-half (1/2) times the staff's hourly rate of pay for hours worked on the 24-hour period of the day that begins at midnight of the declared inclement weather date and ends at 11:59 pm the same day. Staff that fail to report to work for their scheduled shift during an inclement weather day may receive an occurrence for the day missed.

IV. Scope and Audience

This policy applies to all staff members.

IV. Definitions

Critical Operation Staff: Staff whose roles are essential to the continued operation of the campus. These staff are designated at the department level by their leader, who determines whether an individual qualifies as a critical operation employee.

Extreme Weather Closure: A campus closure determined by the chancellor in response to extreme weather condition.

Occurrence: An occurrence is documented as an absence, tardy or missed time clock in/out. While an absence refers to a single failure to be at work, an occurrence may cover consecutive absent days when a staff member is out for the same reason.

V. Website (for policy)

People Experience Website and Emergency Operations Plans

VI. Contacts

University Policy Owner: Associate Vice Chancellor and Chief People Experience Officer

Division/Department: People Experience

Executive Sponsor (Vice Chancellor): Vice Chancellor of People, Culture and Belonging

Division/Department: People, Culture and Belonging

VII. Roles and Responsibilities

VIII. Forms and Tools

(Optional: Attach or link to any resources to aid in compliance with the policy, if applicable.)

IX. Frequently Asked Questions

1. What is Vanderbilt University's policy on campus operations during severe weather?

Vanderbilt University remains open in most weather conditions, as it is a residential campus. However, in extreme situations, the chancellor (or appointed representative) may decide to close the campus based on campus conditions and major transportation routes.

2. Why does Vanderbilt University have this policy?

The policy ensures the safety of faculty, staff, and students, enhances institutional preparedness, and ensures the continuity of critical university functions during severe weather events.

3. How are decisions about campus operations communicated during severe weather?

Specific instructions and updates will be communicated through official university channels. Departments are also responsible for notifying staff about specific operational or schedule changes.

4. What should staff do if severe weather occurs but the university remains open?

Staff are expected to make every reasonable effort to maintain their regular work schedules but should avoid undue travel risks. Those arriving late, not arriving, or needing to leave early must notify their immediate leader in advance.

5. Are staff required to work if the campus is closed?

Non-critical operations staff are not required to report to work and will have the day off as a

Chancellor Administrative Day. Critical operations staff must report to work to maintain essential functions.

6. Who are critical operations staff?

Critical operations staff are faculty and staff identified by their departments as essential to maintaining critical university functions during emergencies or closures.

7. How are critical operations staff identified?

Department leadership determines which roles are critical and communicates this to the affected staff in advance.

8. What happens if a critical operations employee works during a campus closure?

They will be required to report to work during the closure but can use the Chancellor Administrative Day off later.

9. How can departments prepare for severe weather events?

Departments should notify staff that they are in critical operation roles and develop a plan to notify staff of operational or schedule changes through the standard chain of command. This includes identifying critical operations staff in advance.

10. What should I do to stay informed about weather-related updates?

Monitor official university communication channels and stay updated on local weather conditions to assess travel risks.

11. Does this policy apply to non-weather-related disruptions?

Yes, the guidelines may also be applied to brief disruptions in campus operations caused by other emergencies. University or departmental leaders will notify staff of any closures that may align with this policy.

12. Who can I contact for clarification about my responsibilities during severe weather?

Staff should contact their immediate leader or department head for specific guidance regarding their responsibilities

X. Related Information

<https://hr.vanderbilt.edu/policies/attendance-punctuality.php>

XI. Certification Requirements

XII. History

NEW

Any violation of this policy may result in disciplinary action.

Original Issue Date:

January _____ 2025 _____
Month Year

Next Scheduled Review Date:

Month Year

Chancellor Approval:

By signing below, I approve this policy:

 2/16/2025
Signature Date