

WEATHER AND EMERGENCY CLOSINGS

I. SCOPE

All employees.

II. PURPOSE

To establish guidelines for the payment of employees during weather and emergency closings on campus.

II. POLICY

In the event of a weather or emergency that results in the official closing of the University by the President, all employees will be granted a paid leave for the duration of the closing. In addition, non-exempt employees who are required to work will be paid at time and one-half for each hour of work and exempt employees who are required to work will receive one day of vacation for each day of work.

If the University remains open during a weather emergency or any other kind emergency, even though classes are dismissed, all employees will be expected to report to work and remain on the premises, unless excused by the President. Employees who are not able to report to work will be required to take vacation time or time off without pay.

III. PROCEDURE

The President or Acting President will declare a University closing or suspension of classes based on the available weather information.

University closings will be broadcast through normal Houston area television and radio stations as well as on a recording on the main University telephone number.

Revised 7/1/03

Revised 10/1/02

Supersedes Policy No. 240 written 7/1/95, revised 7/1/97