IANR Operating Policy

For Inclement Weather Closedown
at Non-Lincoln Campus Locations

Background

The IANR is administratively responsible for several operational sites across Nebraska. This includes the Research and Extension Centers, ARDC and other Research and Educational Sites. Weather conditions vary greatly across Nebraska creating the need for a policy that reaches beyond Lincoln, NE. The UNL has an “Operating Policy For Inclement Weather Closedown” that determines the process for the Lincoln Campus. A decision by the UNL Chancellor’s Cabinet has moved responsibility for closing non-Lincoln sites due to inclement weather to the IANR Vice Chancellor. This policy is meant to implement that decision and maintain consistency with the overall UNL Policy.

Process

The decision to close the Research and Extension Centers, the ARDC and other Research Sites administered by IANR shall reside with the Center Director or person with administrative responsibility for the site after consulting with the IANR Vice Chancellor or his/her designee.

Each person with administrative responsibility for one of the above-mentioned sites shall have a written plan for inclement weather, which includes the following:

1. Names and home phone numbers of persons within the IANR Vice Chancellors Office to be consulted before the decision to close the facility is made.
2. Names and home phone numbers of the person or persons who will initiate the closedown process in the absence of the Director.
3. A process for notification of employees that the facility will be closed due to inclement weather. This should include a mechanism whereby employees are notified or can obtain information before leaving for work.
4. A list of employees considered “essential” for the operations of the site during a closedown. This may include animal caretakers, snow removal crews, facility personnel or others required to maintain minimal necessary functions during this time.

If no announcement is made, the University is considered open and all activities will be conducted as usual. When the University is open, employees must account for their normal workday by working or taking vacation leave. Recognizing that severe whether may cause some unique travel problems and late starts, administrators of these
facilities are encouraged to alter work schedules to try to accommodate both operational needs and individual employee situations, with employee safety a primary consideration.

If the facility is closed due to inclement weather, all employees will receive leave with pay for the normal work hours. Employees will code their time sheets “BADW” for the remaining portion of their shifts. Employees considered “essential” shall receive regular pay, plus the BADW, for the time worked if they are paid on an hourly basis. If a salaried person is required to work during the shutdown, supervisors are encouraged to grant compensatory time off at a later mutually agreeable date for the actual hours worked. Persons on vacation or sick leave during the facility closing shall have their absence changed to “BADW” and not charged for vacation or sick leave.