



Texas Christian University Policy

Policy Number: 5.008

Effective Date: March 4, 2014

Subject: Employee Absence Due to Inclement Weather

I. Purpose

Texas Christian University recognizes there will be instances when inclement weather causes concerns for employees. In general, however, inclement weather does not warrant the closing of the campus offices, and it shall be the policy of TCU to make every effort to maintain normal working hours during periods of inclement weather in order to continue providing necessary services to the Campus Community.

If the University is closed due to inclement weather, regular employees who were scheduled to work during the period the University was closed will not be required to take sick time or vacation time for the hours of closure, but will receive the amount of their regular pay for that time period as alternative pay.

Eligible non-exempt regular employees who are required to work performing essential services during the Campus Closing shall receive premium pay for hours actually worked during the period of closing. Supervisors are responsible for determining what positions are considered essential in any given inclement weather circumstance. Please refer to the [Premium Pay Policy 5.001](#) and [Salary Administration Manual](#) for additional information.

Temporary employees, student employees, and grad student employees are paid for hours worked and overtime after 40 hours in one work week. These employees are not eligible for the additional premium pay as discussed in the Premium Pay Policy 5.001. In addition, exempt employees are not eligible for premium pay.

Employees on previously approved leave, including vacation, leave of absence or a previously scheduled or contiguous sick day during the affected period must continue to charge the appropriate leave and will not be eligible for alternative pay under this policy.

II. Procedures

Conditions caused by ordinary inclement weather require each employee to make a personal decision regarding safety in traveling to and from the workplace when the University is open. As with any unexpected absence, employees who do not feel it is safe to travel should contact their supervisor using the department's approved methods to inform them of his/her absence. If an employee chooses not to report to work during periods of inclement weather, he/she must use accumulated vacation leave time for the absence. If the employee has no vacation leave time, then the time absent is docked from the employee's pay. Employees who make the effort and report to work within a reasonable period should not be required to take leave for that partial absence. "Reasonable" timeframes may vary based on a number of factors including weather conditions and distance; if there is a question regarding what is considered reasonable under this policy, the supervisor should contact the Director of Payroll or the Director of Employee Relations in Human Resources for assistance.

Occasionally, emergency conditions caused by extreme inclement weather may warrant the closing of Campus. The decision to close the Campus due to extreme inclement weather shall be made by the Provost or his/her designee. When such conditions are thought to exist, the office of Communications will issue communications of the Campus closing or delayed openings through the TCU Alert system. Notice will be given to the local media for broadcast to the general public, forwarded to all appointing authorities, and communicated by other electronic media as appropriate. If the Campus is closed, essential services may be required. Essential services will be determined by the supervisors and could typically include, but are not limited to, those departments focused on Health and Safety, the presence of a residential student community, functions that support agreements with the public for the use of university facilities, athletics if events are scheduled or other departments as determined by University administration.

III. Administrative Responsibility and Resources

TCU Human Resources Department is responsible for administering and interpreting this policy.

Please refer to the following resources for additional information:

Premium pay policy: <http://www.hr.tcu.edu/Policy5.001.pdf>

Salary Administration Manual: [Salary Administration Manual](#)