

AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

Policy Number: 5:004	Supersedes Policy Number: 5:004
Date: March 22, 1993	Dated: December 18, 1989
Subject: Attendance Policy for Inclement Weather	
Initiating Authority: Vice President for Finance and Administration	TBR Policy/Guideline Reference: 5:01:01:11
Approved:  President	

At times it may be necessary for the President to declare specific hours as emergency closing as the result of inclement weather or other emergency situations. In such cases, regular full-time and part-time employees on the active payroll who are scheduled to work during the declared times of closing will be granted time off from work with pay.

If an emergency closing has not been declared due to inclement weather and an employee is prevented from reporting to work for his/her normally scheduled working hours, annual leave, compensatory time, or leave without pay will be charged; or, the employee may be allowed with institutional approval to make up the time lost.

Regular part-time employees will be affected on a pro rata basis in each of the provisions listed above.

This policy has the following implications for various campus groups:

STUDENTS

1. Except in those instances when the University is closed, classes will be held and student attendance expected.
2. Students should plan to cope with severe inclement weather conditions in such a fashion as to be able to attend scheduled classes.
3. In cases of severe inclement weather or hazardous roads, students are to exercise their own judgment in making decisions about class attendance.
4. Students will be held accountable for all assignments for their courses.

FACULTY

1. Except in those instances when the University is closed, faculty will be expected to meet their classes.
2. Faculty should plan to cope with severe inclement weather conditions in such a fashion as to be able to hold scheduled classes.
3. Faculty are encouraged to provide opportunities to make up missed learning experiences.

STAFF

1. Except in those instances when the University is closed, staff will be expected to report to work at the scheduled hour.
2. All staff should plan to cope with severe inclement weather conditions in such a fashion as to be able to report to work as scheduled.
3. Even in those instances when the University is closed, the following personnel are expected to perform duties as scheduled:
 - (a) Food Service
 - (b) Intramural employees
 - (c) Security personnel
 - (d) Postal employees
 - (e) Selected physical plant employees, and
 - (f) Senior administrative staff

Individuals from these respective areas whose services will be required even during catastrophic conditions will be notified by separate memorandum.

PROCEDURES FOR IMPLEMENTATION

It shall be the responsibility of the Vice President for Academic Affairs and/or the Vice President for Finance and Administration to advise the President or his designee with regard to general road conditions that might affect commuting students and the time that is expected to be required to return the campus to safe conditions during severe inclement weather. The Vice President for Academic Affairs will serve as the President's designee in the absence of the President. In the absence of both the President and the Vice President for Academic Affairs, the Vice President for Finance and Administration will serve as the President's designee. Critical staff identified earlier in this policy shall be required to fulfill their responsibilities even under closings due to extreme weather conditions.

Announcement of University closing will be made by the Office of Public Affairs through area media.

See Addendum for Guidelines.

ADDENDUM

Ice/Snow Removal Guidelines

Concerns:

Ice and snow removal on campus is a job complicated by:

- 1) type of precipitation (snow, ice, freezing rain, etc.)
- 2) time of precipitation (night, day, weekday, weekend, etc.)
- 3) quantity of precipitation
- 4) size of the work force available
- 5) availability of the proper equipment and supplies
- 6) temperature and weather conditions

Guidelines:

It is the intention of the University to have the primary areas identified in this plan cleared or otherwise prepared for safe pedestrian travel prior to the beginning of the class day. This action may include the use of salt, sand, or other materials as determined appropriate by Physical Plant personnel.

A. The University's ice and snow removal efforts as performed by the Roads and Grounds work force will be guided by the following priorities (in order):

- 1) Clean main sidewalks and roads connecting commuter and faculty parking lots, classroom buildings and road leading to Cafeteria.
- 2) Clean sidewalks and steps connecting residence halls to classrooms, Cafeteria, University Center, and Library. Clean steps to Cafeteria.

From the residence halls on the southwest side of campus, two pathways will be cleaned to the heart of campus:

- a) between McReynolds and Ellington; and
 - b) around Miller Hall (Ellington and Memorial Health sides).
- 3) Clean sidewalk and steps to administrative buildings and Dunn Center.
 - 4) Clean remaining areas.
 - 5) Clear all sidewalks at Emerald Hill Apartments, extending from the apartment landings to the parking areas.
- B. During the day, custodians are assigned to the residence halls, University Center, Memorial Health, Dunn Center, and the Library. Since the outside work force is limited in number, the custodians are responsible for cleaning the steps and landings leading to the building entrances. Proper equipment and supplies of salt and sand will be made available and stored in each building for this purpose. The Assistant Director of Physical Plant for Roads and Grounds will provide proper instructions on how to clean various forms of frozen precipitation.
- 1) Custodians will perform the following tasks as soon as appropriate when it snows or sleets:
 - a. Sweep/shovel all exterior corridors, steps, and landings of snow; place rock salt or sand on ice patches. Their responsibility will extend to areas not accessible by the grounds crew snow removal equipment. They will ensure that handicap ramps and entrances are clear of snow and ice.
 - b. Sweep/shovel the landings and steps to residence halls with enclosed corridors. They will ensure that handicap access and entrances are clear.
 - c. Repeat prior to leaving for the day as required.

- 2) Building priorities as performed by custodians will be as follows:
 - a. Residence halls
 - b. University Center
 - c. Library
 - d. Other facilities where day-time custodians are assigned.
 - 3) The Residence Life staff of each hall will work with their assigned custodian(s) in removing ice and snow from the steps and landings of their respective hall. A more detailed plan will be developed by the Director of Residence Life in cooperation with the Assistant Director of Physical Plant for Custodial Services outlining responsibilities. The Physical Plant will assure that the Residence Life staff of each hall has ready access to essential equipment and supplies.
 - 4) Overnight emergency housing would be provided to custodial and food service employees based on need and available space. We are currently utilizing Harvill space for this.
- C. For special events that anticipate attendance by off-campus visitors, every effort will be made to clear the parking lot, sidewalks, and steps to be used. If extra personnel are needed for this purpose, the cost will be charged to the department in charge of the program or, if appropriate, to the community service account.

Publicity:

The University shall publicize clearing priorities and routes to the various campus constituencies. In addition, it will advise all faculty, staff and students to take precautions regarding wearing of proper footwear, areas to avoid, and weather conditions. School closing or delayed opening decisions will be made in accordance with APSU Policy 5:004 and publicized by all appropriate local media.