1. Policy Purpose Statement

This policy describes how campus operations may be modified due to inclement weather to ensure the continued operation of academic and administrative services.

2. Background

Uniform procedures must be established for campus operations during official closure, delayed opening, or reduced operations and should include treatment of employee absences from work during periods of inclement weather.

3. Scope (Who is Affected)

This policy applies to faculty, staff, and student employees of Kennesaw State University (KSU).

4. Exclusions or Exceptions

There are no exclusions to this policy.

5. Definitions and Acronyms

**Essential Personnel:** Faculty and staff who are required to report to their designated work location to ensure the operation of essential functions or departments during an emergency or when the institution has suspended operations. Departments or positions that are considered essential are designated in advance by the appropriate Cabinet member, Vice President, or Academic Dean.

**Non-Essential Personnel:** Employees who are not expected to report to campus during an inclement weather period.

6. Policy

Kennesaw State University is committed to remaining open and continuing full operations, including class schedules, whenever possible. Additionally, the University is committed to ensuring
the safety of students, faculty, and staff. Those who commute to campus should exercise their best judgement regarding road conditions when determining their travel options.

The Office of the President, in consultation with the KSU Office of Emergency Management and other officials, will determine when inclement weather impacts the normal operations of the Institution. If the University remains open and an employee elects not to report to work due to weather, the employee will be required to use their accrued vacation time.

When inclement weather is expected and the decision is made that campus is “closed” for a partial day or full day:

- Staff who were expected to be on campus will receive inclement weather pay. Full-time employees will receive pay equivalent to the number of hours the university is closed. Part-time employees will receive a pro-rated amount of pay.
- Staff members who work an alternative work schedule but are scheduled on campus will receive inclement weather pay if they are scheduled to work that day. Staff members not scheduled to work will not receive inclement weather pay.
- Staff members who are scheduled for a telework day on the inclement weather day will be expected to work as scheduled.
- Staff members who are deemed essential and come to work will be paid for the hours worked plus inclement weather pay.
- Time absent from work due to inclement weather is not counted as hours worked when computing overtime.

7. Associated Policies/Regulations

University System of Georgia Human Resource Administrative Practice Manual, Time Away from Work: Inclement Weather or Other Emergencies

8. Procedures Associated with this Policy

As required by policy or regulation.

9. Forms Associated with this Policy

As required by policy, regulation, or procedure.

10. Review Schedule

The Office of Human Resources will review the Inclement Weather Policy annually.