



BRADLEY University

Bradley University Guidelines for Weather-Related Closures

For delays or closures related to inclement weather, the following will serve as general guidelines for decision making. As the most common weather occurrences are snow, ice, and extreme cold temperatures, these guidelines are written accordingly, but may be referenced in other weather-related instances. These guidelines are in place for regular “teaching” days, Monday – Friday. Decisions related to weather on the weekend and/or holidays should be made by supervisor in consultation with the appropriate VP.

In consultation, the key decisions makers are:

- President
- Senior Vice President and Provost (or designee)
- Vice President for Finance and Administration (or designee)
- Vice President for Legal Affairs (or designee)
- Vice President for Student Affairs (or designee)

This group may meet in advance of the weather event to determine the course of action. Other key personnel include: Dining Services, Facilities Management, Human Resources, University Communications, and University Police.

Severe weather watches and warnings are determined by the National Weather Service for the Peoria/campus area. Appendix C of the [Campus Emergency Operations Plan](#) includes the emergency communications matrix for weather issues.

Communication will be managed by the Office of Marketing and Communications. Notification will be sent via email, posted to Bradley website and University flagship social media accounts. Additionally, a Forewarn text will be sent. If a decision of closure is made in the early morning hours, a Forewarn text will generally not be sent prior to 6AM.

Regardless of the time of a day a decision is made, classes will move to remote learning at their already scheduled times. All efforts will be made for decisions to be made and communicated in a timely manner, given preparation, planning, and travel considerations of students, faculty, and staff.

Decisions on a delayed start or other modification of normal business hours and class operations will follow the same guidelines.

For closure related to snow, the following campus functions will operate (some may operate on a limited basis):

- BUPD
- Campus Dining
- Library
- Markin Center
- Campus Academic buildings will be available via card access to those already provided with after-hour access.

For closure related to ice or extremely cold temperatures, the following campus functions will operate (some may operate on a limited basis):

- BUPD
- Campus Dining

Employees

All departments are responsible for developing their internal procedures for weather events including their department expectations and designating essential personnel.

Employees are expected to make a reasonable effort to work at their regularly scheduled time.

Essential employees

Selected positions within a variety of departments (i.e. University Police, Facilities Management, Dining Service, University Housing Services, Student Health Services) may be designated as essential to the safe and effective operations of the campus. These positions are exempt from other provisions in this document that are inconsistent with this paragraph. In the event of severe weather, employees in essential positions may be expected to remain at work or come to work; however, the safety of employees is imperative. If travel conditions exist that endanger the safety of an essential employee, the employee should notify their supervisor of the situation immediately.

Non-essential employees

If the University is open and an employee is unable to report on time for work due to the weather or an emergency situation, the employee must notify their supervisor. The employee should engage in remote work if that is an available option. If remote work is not available, employees must use vacation or personal time to be paid for the time missed.

If the University notifies employees that they should not report to work due to weather conditions, the employee should engage in remote work if that is an available option. If remote work is not available, employees will be paid for the normal time they would have worked during the closure.

If severe weather emergencies develop during the work day and the University remains open for operation, employees should contact their supervisor or designated

representative for permission to leave work. Those leaving early will use vacation or personal time to be paid for the time missed, unless they are going to engage in remote work.

If severe weather emergencies force cancellation of classes and work schedules during the day, the University will notify employees they can leave to go home, unless they are considered essential employees. Employees are eligible to be paid for those hours normally worked during the period of closure.

Parking

If classes are moved online, students, faculty and staff will be asked to move their vehicles from all surface parking lots (including the St. James Apartment complex) and roadways to facilitate snow removal. Campus parking decks will be open and available for student and employee use.

In snow events where classes are not moved online, regular campus parking will be in effect unless additional communications have been provided regarding specific parking restrictions.

The City of Peoria automatically puts parking bans into effect when there are two or more inches of accumulation of snow, or as otherwise declared by the City. These bans remain in effect for 48 hours or until lifted. This ban impacts all City streets around the Bradley area and students, faculty, and staff are expected to move their vehicles off of the streets and may park within the Main Street or Duryea Parking Decks when a parking ban is put in place. These bans are independent of any decision of Bradley University operations.

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