



# BRADLEY University

## Bradley University Guidelines for Weather-Related Closures

For campus 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 to address such.

These guidelines are in place for in-person instruction and duties on 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 Vice President.

In consultation, the key decisions makers are:

- University President Stephen Standifird
- Senior Vice President of Academic Affairs and Provost Walter Zakahi (or designee)
- Vice President for Legal Affairs Erin Kastberg (or designee)
- Vice President for Student Affairs Nathan Thomas (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
- Bradley University Police Department (BUPD)

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

Communication on closure will be managed by the Office of Marketing and Communications. Notification will be sent via email and will be posted to the 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 not be sent prior to 6 a.m.

**Regardless of the time of a day a decision is made, classes should move to remote learning at their already scheduled times, if possible.** 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 the provisions noted herein. In the event of severe weather, employees in essential positions may be expected to remain at work or come to work. Safety of employees is imperative. If travel conditions exist that endanger the safety of an essential employee, the supervisor should be made aware of such situations 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 should notify their supervisor. The employee should engage in remote work as available. If remote work is not available, employees must use vacation or personal time to be paid for the time missed.

If conditions are such that employees **should not** report to work, the employee should engage in remote work as available. 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.

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 for pay for those hours normally worked during the period of closure.

## **Parking**

If classes are moved to remote learning, 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 to remote learning, regular campus parking will be in effect unless additional communications have been provided regarding specific parking restrictions.

The City of Peoria automatically puts into effect parking bans 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 campus, 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 by Bradley University operations.