

31.03.03.W1/BF Unsafe Working or Travel Conditions
Approved September 21, 1998
Supplements System Regulation 31.03.03

1. HAZARDOUS WORKING OR TRAVEL CONDITIONS

When an office or department must be closed because of hazardous conditions as outlined below, the employees scheduled to work in that department or office will be granted emergency leave for the time the office is closed.

2. HAZARDOUS WORKING CONDITIONS

The department head or senior officer in the department or office should report the hazardous condition to the appropriate dean or senior division officer. This information will be reported to the appropriate vice president and upon consultation with the Environmental Safety Office and other departments as deemed necessary, will consult with the President or his/her designee. Upon determination that a hazardous condition does exist, a decision will be made at that time to close the office or the department. Employees scheduled to work in the affected area will be granted emergency leave for the time the work site is closed. Essential employees required to work during the time the building is closed due to hazardous working conditions will receive compensatory time.

3. HAZARDOUS TRAVEL CONDITIONS

When conditions exist that make it hazardous or unsafe for travel to the campus due to inclement weather as determined by the President or his/her designee, a weather closing message will be posted on the University's voice mail system. The weather closing information may be accessed by calling the WTAMU weather line at 651-2010. Employees who were scheduled to work that day will be granted emergency leave for the time the campus is closed. Essential employees required to work during the time the campus is closed will receive compensatory time. Employees who live in University housing as a condition of their employment will not receive compensatory time if the campus is closed due to inclement weather.

4. EVACUATION ORDER

If an emergency evacuation order is issued by state or local government, employees scheduled to work shall be granted emergency leave for the duration of the evacuation order. The action will be coordinated by the President or his/her designee. Essential employees (employees providing emergency service or protecting the safety and well-being of the general public and the University) will receive compensatory time.

CONTACT FOR INTERPRETATION: Director of Personnel Services