



POLICY NAME	Inclement Weather Policy	POLICY NO.	PRES212
APPROVING BODY	President - Cabinet	VERSION NO.	01
RESPONSIBLE DEPARTMENT	Office of the President		
EFFECTIVE DATE	16-DEC-2016	REVIEW/REVISION DATE	15-JUL-2024

PURPOSE:

The purpose of the Western New Mexico University (WNMU) Inclement Weather Policy is to provide clear information regarding closures during inclement weather to our Main Campus and Extended Campus.

POLICY:

WNMU is a residential campus, housing students year-round, for which we provide essential services. In some cases, WNMU closures may be needed due to inclement weather situations which prevent the normal operations of the university and only essential services may be provided. These closures, delays, or early releases will be based on the conditions of the campus streets, parking lots, surrounding arteries and/or road closures and will be determined by the WNMU President or designee. Students and employees should assume normal operations will be held unless specifically notified. Every department should have a contingency plan for departmental closures to ensure continuation of services with minimal disruptions.

ONLINE CLASSES

Online classes should not be affected by regular inclement weather closures, late openings, or early dismissals. In the event of inclement weather extenuating circumstances, students should contact their class professor for instructions.

REMOTE WORKERS

Remote workers should not be affected by regular inclement weather closures, late openings, or early dismissals. In the event of inclement weather extenuating circumstances, remote workers should contact their supervisor for instructions.

CLOSURES, DELAYS, OR EARLY DISMISSALS DURING FINAL EXAMS WEEK

In the event of a closure, delay, or early dismissal during final exams week, faculty and adjuncts will provide an alternate date for the exam to the students. Accommodation may be needed due to conflicts.

NOTIFICATIONS

When WNMU announces a closure, this means that all non-essential operations will be closed or limited staffing will be available. Weather closing/delays/early release information will be made available in the following ways:

1. WNMU Webpage
2. WNMU Mustang Express
3. Radio Stations
 - KNFT-FM 102.9FM (Silver City)
 - KSCQ-FM 92.9 FM (Silver City)
 - KDEM-FM 94.3 FM (Deming)
 - KCHS- AM 1400 AM (Truth or Consequences)
4. TV Stations
 - KOAT- TV (Albuquerque)
 - KOB- TV (Albuquerque)
 - KRQE-TV (Albuquerque)
5. WNMU Facebook Page
6. WNMU Twitter Page
7. WNMU email to employees and students

CLOSING PROCEDURES

1. The WNMU President or designee will make any decision regarding university closing. The Executive Director of Communications or their designee will communicate this decision through the methods specified above.
2. During weekends, the decision to close the Miller Library, University Museum, the Academic Computer Labs, or any other office or department with weekend operating hours, (at the Library) due to inclement weather will be made by the appropriate director, with Vice President or designee approval, and communicated to the Executive Director of Communications or designee, who will share communication of the closure using the appropriate specified methods above.
3. Every attempt will be made to have the closure announced at the earliest possible time, based on the current conditions.
4. For extended campuses, like Deming or Gallup, upon Vice President, or designee approval, the Center Director or designee will communicate the closure of an extended campus site to the Executive Director of Communications or designee, who will share communication of the closures using the specified methods above.

LATE OPENING OR EARLY CLOSING PROCEDURES

1. The WNMU President or designee will make any decisions regarding the university opening late or closing early. The Executive Director of Communications or their designee will communicate this decision using the methods mentioned above.
2. The notification of late opening will provide opening times, such as 9:30 am (Tue/Thu) or 10:00 am (Mon/Wed/Fri), for WNMU to reopen.

3. Every attempt will be made to have the delayed opening or early closure announced at the earliest possible time based on the current conditions. Every attempt will be made to have the cancellation of evening classes notification made by 3:00 pm.

STAFF CONSIDERATIONS

1. Non-Exempt Staff Only (hourly): Announced closures should be recorded as paid administrative leave on the non-exempt payroll time sheets and should not be considered as time worked or for overtime compensation purposes.
2. Non-Exempt and Exempt Staff: At the beginning of each fiscal year (July-June), each Staff will be allotted 8 hours to be used for inclement weather.
 - a. Inclement Weather Leave may not be carried over from one fiscal year to another.
 - b. Staff not scheduled to work during announced closures under this policy will not receive any additional compensation.
 - c. Staff on scheduled leave (sick, annual, unpaid...) shall remain on that status during the closure to the already approved schedule and will not be granted paid administrative leave.
 - d. Staff must notify their immediate supervisor or designee when unable to report to work and utilizing Inclement Weather Leave as soon as possible, but before their scheduled start time.
 - e. If any Staff uses all allotted Inclement Weather Leave and determines travel is unsafe, the employee must contact their supervisor to request compensatory time, annual leave, or leave without pay, depending on their individual accruals.
 - f. Requests for remote work or work hour adjustments due to inclement weather must be discussed and approved by their supervisor.
3. Essential employees are those employees required to work during emergency closings because their positions have been designated as essential to specific operations. Essential employees include physical plant workers, Campus Police, food services, and health services employees.
 - a. Essential non-exempt employees required to work during university closings will receive compensatory time off or overtime pay at straight time for the time worked.
 - b. Our employee safety is our primary concern. For that reason, essential employees who are unable to come to work due to unsafe conditions must contact their supervisor as soon as possible. Supervisors may discuss changes in circumstances or options.