

34.99.99.R0.01 Weather-Related Closing of the University

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Procedure Statement

Texas A&M University-Commerce has an obligation to provide a safe and secure environment for students, faculty, staff, and visitors, and to provide a higher level of service to residential students when there are unsafe conditions.

Reason for Procedure

This procedure outlines the order of advisement, notification, and services related to a weather-related closing of the campus during the week or for weekend classes and operations.

Procedures and Responsibilities

1. ORDER OF ADVISEMENT

1.1 During inclement weather, if the current environment or predictions indicate hazardous conditions, the executive director of facilities and support services, the safety manager, and the university chief of police will access information and review the physical condition of the Commerce campus and surrounding areas. Once a determination is made, the president or designee will be advised, and the president/designee will determine the need for closure or late opening of the university.

1.2 The decision to remain open or close at off-campus sites will be determined as follows:

1.2.1 If Mesquite ISD is closed, the Mesquite Metroplex Center will be closed.

1.2.2 If Rockwall ISD is closed, the Rockwall Professional Development Center will be closed.

1.2.3 If Navarro College, Corsicana and/or Midlothian, is closed, classes are cancelled.

1.2.4 If Universities Center at Dallas is closed, classes are cancelled..

1.2.5 If Collin College is closed, classes are cancelled at the Collin Higher Education Center.

1.3 All off-campus sites will activate their alert system regarding delays and closures in accordance with the above protocol. Some of these are in conjunction with the Commerce IRIS alert system.

2. ORDER OF NOTIFICATION

2.1 The chief of police will notify the associate vice president of marketing communications, and the associate vice president will notify the students, staff, and the public as warranted.

2.2 The chief of police will alert appropriate staff to activate the IRIS system.

2.3 The associate vice president will alert the marketing communications staff to place a weather alert on the university main web page, update the recording on the university's weather hotline, contact area radio and television stations, and continuously broadcast public service announcements on KETR 88.9 FM, public radio station, and the KETR main web page.

3. SERVICES

3.1 A decision to close the university applies to all facilities and services on the Commerce campus. The only exceptions are the University Police Department, University Food Service, Morris Recreation Center, Student Club in the Sam Rayburn Student Center, residential dormitories and student family housing, KETR, web manager offices, and the Emergency Operations Center (EOC), all of which must remain open and secure.

3.2 Facilities where university livestock are housed must remain accessible and secure with full access to essential/assigned personnel responsible for the feeding, care, and general husbandry of the animals.

3.3 Facilities where research is ongoing must remain accessible and secure with full access to essential personnel as assigned by the dean of the responsible college in consultation with the relevant department head. A current list of essential/assigned personnel will be provided to the University Police

Department, the vice president for business and administration, the provost, and the president by the responsible college(s).

3.4 In the event that the residential students' cafeteria cannot be made safe and secure, the director of food services will arrange to deliver meals to the residential dormitories.

3.4.1 In the event that the roadways and walkways serving residential dormitories and student family housing cannot be made safe, the executive director of facilities and support services will communicate the request to occupants to stay indoors until the hazards are removed.

3.5 Any other department or facility (outside of those named in section 3.1) must have specific approval from the president to open during a university-wide closing.

3.5.1 The executive director of facilities and support services will advise the president whether the campus roadways and walkways which lead to the requested facility can be made reasonably safe.

3.5.2 The university chief of police will advise the president whether the requested facility can be made safe and secure during a weather-related closing.

3.5.3 In the event that the requested facility cannot be made safe and secure in a reasonable manner, the facility will remain closed.

4. ESSENTIAL PERSONNEL DESIGNATION

4.1 Some university employees (e.g., police, critical physical plant personnel, etc.), because of the nature of their jobs, are identified as "essential personnel" during times of inclement weather. Essential personnel will be identified as such by their supervisors. A list of employees identified as essential personnel will be maintained by the University Police Department and updated on an annual basis.

4.2 Essential employees are required to report to or to remain at work regardless of university closings or delayed openings. Essential employees who are overtime-eligible will receive one hour of straight compensatory time for each hour worked during normal work hours, and time-and-one-half for hours worked beyond the normal tour of duty.

4.3 If an essential employee fails to report for work during a closing or delayed opening, he or she will be charged a day of pay unless an illness or other emergency has been correctly reported to the appropriate supervisor.

4.4 During closings or delays in opening, employees normally scheduled to work will be compensated as if they had actually worked during those time periods.

Employees who file time cards will record the absences during these periods as Leave with Pay referencing Unsafe Working/Travel Conditions in LeaveTraq.

5. MISCELLANEOUS

5.1 Any scheduled group travel of students, faculty, and staff in university or private vehicles must be approved by the president.

5.2 All auxiliary activities and service centers on the Commerce campus will develop their own guidelines, in accordance with these procedures, to assure the safety and security of their clients and to protect the university from loss and liability.

5.3 If the university is open during inclement weather, faculty and staff should make every attempt to get to work within the bounds of their personal safety. Faculty and staff who face particularly dangerous hazards in transit to work during inclement weather should consult with their supervisors. Faculty should notify students by email and copy their department heads and departmental secretaries if they are unable to travel to class.

Related Statutes, Policies, or Requirements

System Policy [*Section 34 Safety of Employees and Students*](#)
[University Frequently Asked Questions](#)

Contact Office

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