

# Inclement Weather Policy

In the event of an emergency weather situation that may threaten the normal operation of the University, the University administration will issue a statement of its operating status. In all situations, food service staff members are expected to report to work as scheduled or otherwise directed unless doing so would be an extreme risk to the staff member. ISU Dining performs critical services and must remain in operation at all times. **ALL ISU DINING PERSONNEL ARE EMERGENCY CRITICAL PERSONNEL.**

In response to an emergency situation, the University will announce one of the following messages via local radio and television:

1. The University is open. Classes will be held. If the university is not officially closed, all employees will be expected to work their normal hours unless they have received supervisory permission to be absent. Employees should promptly notify their immediate supervisor whenever it is impossible to report to work due to inclement weather. If the university has not officially closed, the employee may 1) request vacation pay or 2) take leave without pay. It is the employee’s responsibility to notify manager how to record.
2. Classes are canceled. Classes will not be held. The University will be in operation and staff will be expected to work. The following facilities will remain open:
   * Seasons – normal service hours / limited menu choices
   * UDM – normal service hours / limited menu choices
   * Conversations – normal service hours / limited menu choices
   * Friley Windows – normal service hours / limited menu choices
   * Central Bakery
   * Food Stores
   * MU Catering
   * Bookends (if the library remains open)
   * East Side Market – opens at 11:00am
   * Hawthorn – open at 11:00 AM
   * West Side Market – opens at 11:00am
   * MU Market – hours will be determined in conjunction with Director of Dining and Director of the Memorial Union.

Retail Note: All other facilities will remain closed. In the event of a closure of your area, you and your staff would still be expected to come to work if possible and you would be reassigned to work in one of the facilities that remain open.

Residential Note: In the event of a closure in your area, you and your staff would still be expected to come in to work if possible and you would be reassigned to work in one of the facilities that remain open. If facilities cannot remain open due to the lack of staffing, Friley Windows and Conversations will be the first to close. Their staff will then report to Seasons Marketplace or Union Drive Marketplace. If there is not enough staff to run Seasons, it will also close and staff will report to UDM. However, UDM will be the hub that will remain open.

1. The University is closed. Only Emergency Critical Personnel should report. Classes are cancelled and staff members may leave campus. Faculty and P & S staff members whose responsibilities are not based upon a specific work schedule will be expected to make appropriate adjustments in their activities in consultation with their organizational unit. Other staff members will be expected to utilize compensatory time, vacation, or leave without pay for all hours involved during their regular work schedule. With the approval of their supervisor, employees may make up lost time within the same work week or may elect to work their regularly scheduled hours even though the university may be closed to the general public or classes have been cancelled. Staff members working in areas of the university that are vital to university operations are not generally closed, such as: food service, security, power plant, animal care, critical maintenance and snow removal functions. Personnel should follow the specific policies and procedures established for their areas of operation. The same facilities will remain open as listed in the “classes are cancelled” section, except for Bookends, which will be closed. Retail and Residential personnel must follow the same procedures as listed in the “classes are cancelled” section.

If staff cannot travel safely to arrive as scheduled, your supervisor must be notified no later than one hour prior to your scheduled start time. Personnel may be asked to report when travel conditions improve. It is the employee’s responsibility to notify manager how to record.

\*\*Employees who are not able to travel, after completing a regular schedule for work, will be paid only for the hours of work that have been authorized by their immediate supervisor.

**INCLEMENT WEATHER HOTEL INFORMATION**

If weather prohibits travel, employees can stay overnight at a hotel. The Manager of the Dining facility will determine if there is a need for a hotel room.

The Manager will then notify the Associate Director of Support Services with information to identify how many rooms are needed and a list of names as well of those who will be staying.

* + By October the Associate Director will have already contacted the local hotels to identify best rates and will share with the Managers.
  + The Associate Director will contact the hotel with the lowest cost and put the reservation on their Hospitality Card.
  + The Associate Director will then notify the Manager of the location with information on where the reservation is and a timeline on when cancellation would be made.
  + The following day the Associate Director will receive an e-mail with the invoice to reconcile Hospitality Card.

\*\*In the event where the Associate Director is unable to be contacted, the Manager of the facility can contact a hotel directly and make the reservation.

* + The employee will need to use their personal credit card to reserve the room.
  + The following day the employee will submit the bill to the Manager.
  + The Manager will then submit it to the Admin. Specialist for reimbursement.

**Inclement Weather – Student Staff Communications**

When severe weather strikes, such as a snow storm or flood, a quick way to make contact with your student employees is as follows:

Log onto Schedule Source.

To contact All Employees : Click on Reports – List – Email List – Download CSV – click on the download and it will open in Excel. Copy the employee email list into a BCC of an email.

To contact Only Supervisors: Click on Reports – List – Supervisor List – Download CSV – click on the download and it will open in Excel. Copy the supervisor email list into the BCC of an email.

A sample email is as follows. Please feel free to edit the email to fit your situation.

**Student Email Sample:**

**ISU Dining Inclement Weather Policy**

In the event of an emergency weather situation that may threaten the normal operation of the University, the University administration will issue a statement of its operating status. In all situations, food service staff members are expected to report to work as scheduled or otherwise directed unless doing so would be an extreme risk to the staff member. ISU Dining performs critical services and must remain in operation at all times. **ALL ISU DINING PERSONNEL ARE EMERGENCY CRITICAL PERSONNEL.**

Even if classes are canceled or the University announces that it is closed, **the Residential Dining Facilities will be open for business**.  Please be prepared to report to work.  We will still be feeding customers and will need all of our employees to assist in this process.

 If staff cannot travel safely to arrive as scheduled, your manager must be called no later than one hour prior to your scheduled start time. Personnel may be asked to report when travel conditions improve.

Those student workers who live on or near campus, please view the swap board immediately and pick up shifts to assist during the severe weather.  If there are no shifts available, contact management at your facility to determine if additional workers are needed.

**Student Supervisors, Student Assistant Managers or any other Student Management Positions** - As you have all learned in training, this is your time to "shine", step out of your box and help out where ever needed.

We appreciate your hard work and dedication each and every day, but especially at times like this when we all need to pull together as a team to get the job done!

Thank you,

ISU Dining

**Owner of policy:­­­**    ISU Dining Director,

**Enforcer of policy:**   Area Director-

**Trainer of policy:**   Location Manager-

**Date Trained:**

**Employee Signature**:                                                                              