

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Date: _____

To: Vice Presidents, Deans, Department Heads, Administrators, and Directors at TTUHSCELP

From: TTUHSCEP President

Subject: Suspension of Classes and Closing of Offices Due to Inclement Weather

The following guidelines will be observed in the event of inclement weather:

Emergency leave due to inclement weather (ice storms, snow storms, etc.) will be granted only for periods during which classes are suspended and offices are closed and/or when "Essential Personnel Only" staffing is declared. Employees should stay tuned to STAT!Alert, to local broadcast news media and, in the absence of such announcements, are expected to report to work.

Employees who fail to report to work in the absence of an appropriate confirmed announcement will be charged for vacation leave or leave without pay. Sick leave may not be used during these periods unless the employee is actually ill, and department administrative officials should confirm to their satisfaction the legitimacy of such leave requests.

Employees who report to work during periods declared as "Essential Personnel Only" staffing should not expect equivalent time off. Nonexempt employees who have been designated as *essential personnel* and are required to work are entitled to equivalent time off. Overtime must be administered in accordance with HSCEP OP 70.17, Overtime Pay.

The Police and Physical Plant Departments must designate *essential personnel*. Clinics and departments may designate *essential personnel* if it is deemed necessary by the appropriate departmental administrative officer to maintain a staff on inclement weather days. Such designations are made in writing each year in November. Employees not notified by their supervisor that they are designated as *essential personnel* will not be required to report to work during the suspension of classes and closing of offices.

Copies of this policy should be provided to all departments in your area of responsibility. Thank you for your cooperation.