MEMORANDUM

To: Texas Tech University Faculty and Staff

From: Human Resources

Date: November 25, 2014

Re: Winter Weather Instructions

As winter approaches, it is important to review procedures relating to weather closures and delays.

- **Essential Personnel Designation:** Early in the season, managers should proactively communicate with employees about their status in the event that the university only requires essential personnel to report to work. While it is impossible to address every scenario, essential personnel typically are directly involved in delivering services critical to health or safety, essential services to students, or are involved in the university's plant operations. If an employee is unsure of the essential nature of their job, they should contact their supervisor for clarification at their earliest convenience.

- **Winter Weather Cancelation:** In the event of extreme winter weather, the university may close. If a weather closure occurs, the university will communicate with employees via official communication channels, including, but not limited to, the TechAlert! emergency communication system and local media. The coordination of a campus closure is quite extensive. Texas Tech will communicate with employees at the earliest reasonable time. Employees who were scheduled to work during the closure will receive instructions relating to appropriately recording their time after returning to work.

- **Winter Weather Delay:** In the event of extreme winter weather, the university may delay opening. If a weather delay occurs, the university will communicate with employees via official communication channels, including, but not limited to, the TechAlert! emergency communication system and local media. Non-exempt (hourly) employees should report to work at the time the university opens, unless it is unsafe for them to do so. Exempt (salary) employees, including instructional staff and professors, should use their professional judgment to determine a report time that allows them to prepare for the start of class. Employees who were scheduled to work during the delay will receive instructions relating to appropriately recording their time after returning to work.

All employees should exercise common sense and good judgment. Employees should never report to work if it is unsafe to do so. If an employee determines that it is unsafe to report to work, they should immediately communicate with their supervisor.

If an employee has questions during a weather delay or closure, they should contact their supervisor directly as university offices may be closed or have limited access to telecommunication services. In the event of an emergency, employees should call 911.

Employees should visit [www.ttu.edu/emergency](http://www.ttu.edu/emergency) to update their contact information in the TechAlert! emergency communication system.

Please contact Human Resources at (806) 742-3851 with any questions.