Extreme Weather Conditions

Document Number: HMRS-0021 **Date Published(sys):** 1/14/2026

General Description

Policy Summary:

Trinity University provides a safe working environment and has an emergency preparedness plan.

Purpose:

This policy is to provide guidance to faculty and staff in relation to weather and/or emergency conditions.

Scope:

This policy applies to all Trinity University faculty and staff.

Exceptions:

Exceptions that are deemed necessary by the president or the president's designee.

Policy Content

Trinity University will remain open during adverse weather conditions unless the President or the President's designee (Vice-Presidents) curtails or modifies the University operating schedule. Only the President or their designee may suspend classes or close the University offices. Other University administrative officials or department heads do not have the authority to determine the closure of University offices, unless subject to the exceptions set forth in Emergency Preparedness and Inclement Weather Policy. The closing of administrative offices does not imply the suspension of classes, nor does the suspension of classes imply the closing of administrative operations.

During inclement weather, employees should make every reasonable effort to meet assigned work responsibilities. Employees who feel it is unsafe to traverse city streets leading to the University should

notify their supervisor as early as possible. Employees absent, arriving late or leaving early due to adverse weather must charge such time to Vacation Leave or leave without pay. This applies even if a department head has granted approval for the time off.

Employees who had previously scheduled vacation time during adverse weather will have the time recorded as vacation. Likewise, all employees utilizing Sick Leave before and/or after periods of inclement weather will have the time off recorded as Sick Leave.

In the event that administrative offices are closed, the President or the President's designee (Vice-Presidents) will notify the University Crisis Management Team. The Crisis Management Team will then proceed with all appropriate notifications established by the University protocol.

When the University is declared officially closed by the President or the President's designee, non-exempt employees will be granted administrative leave. Administrative leave time will not be charged to employees' annual leave. If a non-exempt employee is required to report to work or stay at work by the immediate supervisor, the employee will be compensated as follows:

(a) Non-exempt employees will receive pay at straight time for all hours worked which did not exceed the regular forty (40) hour work week. Overtime pay at time and one-half will be granted for hours worked in excess of forty (40) hours in addition to the regular pay.

If the partial closing of certain offices or units by the President or the President's designee occurs, non-exempt employees must take Vacation Leave or leave without pay for that time period. Administrative leave will only be granted if the President or the President's designee declares the University officially closed.

Revision Management

Revision History Log:

Revision #:	Date:	Recorded By:
v2.1	1/14/2026 8:52 AM	Pamela Mota
v2.0	8/4/2023 11:17 AM	Pamela Mota
v1.0	8/16/2019 8:07 AM	Kelleebeth Cantu

Vice President Approval:

Name:	Title:
Brandi Jones	Vice President for People, Culture, and Community