



8.3.1 Inclement Weather

Chapter 8 - Health & Safety	Original Effective Date: June 2000
Section: 8.3 Emergency Closings and Business Continuity Planning	Date Last Reviewed: March 2024
Responsible Entity: Vice President and Chief of Staff	Date Last Revised: March 2024

I. Purpose

This policy aims to ensure the safety and well-being of all students, faculty, staff, patients, and visitors across academic, research, and clinical operations during inclement weather conditions. This policy addresses the management of operations, communication protocols, and decision-making processes to minimize disruptions while prioritizing the safety of the UT Health San Antonio (UTHSA) community.

II. Scope

This policy applies to all campuses, research facilities, and clinical locations affiliated with UTHSA.

III. Policy

UTHSA is committed to a year-round operating schedule in support of its missions in academics, research, and clinical operations. UTHSA intends to remain open and adhere to full operations, including normal class schedules, to the extent it is possible. The President, or their designee, is the only employee authorized to decide to alter operations if it is determined that inclement weather may make traveling hazardous for students, faculty, staff, patients, and visitors.

UTHSA shall notify the UTHSA community, including all employees, students, patients, and visitors, of any inclement weather and related changes to operations. In the event of inclement weather, UTHSA will utilize numerous methods (e.g., email, website banners, HSCAlert notifications, radio/television announcements) of public communication to provide students, staff, faculty, patients and visitors with timely updates and instructions.

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A. Inclement Weather Alternate Operations

Employees are to follow established department/unit level procedures during periods of inclement weather to ensure staffing levels are maintained while providing for the safety of the campus community. Faculty and staff who work from home or are able to work remotely should confirm plans with their supervisor and begin their duties at their usual time. All on-site staff personnel, depending on job type, may work from home (WFH) with prior approval from their supervisor or take accrued leave if unable to travel to work.

1. For academic instruction, classes, office hours, and other educational-related activities will not be canceled but instead, switch to online delivery, as possible. Students with scheduled in-person activities should follow their school and program protocols related to clinical rotations or other activities and check for further direction from the school and faculty leadership through either program listservs or their class CANVAS page.
2. For research operations across the institution, scheduled personnel are expected to report to work, and emergency staff will support necessary labs and related activities to avoid any disruption in research activities.
3. For clinical operations, scheduled personnel are expected to report to work, and emergency staffing will support all clinical activity to ensure there is no disruption in clinical service delivery.

B. Responsibilities

1. Supervisors, department, or unit heads are expected to establish department/unit level inclement weather protocol and procedures in alignment with this policy and abide by any decision made by the President, or designee, regarding operating status.
2. Students, faculty, and staff are advised to use their best judgement and prioritize their personal safety and well-being when assessing their ability to commute to work in inclement weather or other emergency situations. Each person must judge for themselves if it is safe to travel from their particular location, or if it makes better sense to work from home or take time off. Individuals who do not believe they can travel safely to work during extreme situations (weather-related or other) are expected to notify their immediate supervisor at the earliest time that such restrictions are known. The time taken by employees who are absent from work without prior approval for WFH will be treated like other absences. Available paid time off (PTO) other than extended illness bank (EIB) will be used first. If PTO has already been exhausted, employees' pay will be deducted accordingly.

IV. Definitions

There are no defined terms used in this Policy.

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V. Related References

- [UT Health San Antonio, Campus Status website](#)
- [Campus Weather-related Updates website](#)
- [HSC Alert Notification System](#)

VI. Review and Approval History

The approving authority of this policy is the University Executive Committee.

Effective Date	Action Taken	Approved By	Date Approved
06/2000	Policy Origination		
01/2010	Policy Revision		
09/2021	Policy Revision	Executive Committee	09/30/2021
03/2024	Policy Revised and Renamed	Executive Committee	03/25/2024