The general policy regarding inclement weather is that the University does not normally close its offices because of bad weather. However, the obligation to provide services must be balanced with the risk of danger to University employees. It is, therefore, appropriate that guidelines which reflect the need for services and employee safety be established.

The following individuals will be responsible for making the decision concerning any cancellation of classes or closing each campus/location indicated:

- Chancellor or Provost for Monticello campus and all off campus sites
- Vice Chancellor for College of Technology at Crossett for Crossett Campus
- Vice Chancellor for College of Technology at McGehee for McGehee Campus and AHEOTA location

Each person responsible for the decision will make the campus announcement using UAMAlert and he/she will notify the Public Safety Office in accord with policy and the Public Safety Office will notify regional media outlets. In addition, the announcement will be posted to the UAM News Facebook account by the Office of Media Services and to the University’s website by Web Publishing.

In the event of early morning severe inclement weather conditions, Executive Council personnel will determine whether this inclement weather policy will be placed into effect and will publicly announce its implementation, if warranted. On days declared to be covered by the inclement weather policy, all employees (except those designated as critical personnel) should be at their work stations by 10:00 a.m. Employees arriving by 10:00 a.m. and working the remainder of the day will be given credit for a full day’s attendance. Employees arriving after 10:00 a.m. will be charged the full amount of time involved in the tardiness, and employees not coming to work at all will be charged a full day’s absence.

When severe inclement weather occurs during office hours, Executive Council personnel will have the discretion to allow employees to leave work early for safety reasons. Decisions to allow employees to leave work early, however, should recognize the requirement to maintain designated critical personnel and assure essential services for the full work day. Employees who were on the job, and who were allowed to leave early, will not be charged leave for that time. Also, when the campus is closed prior to the end of a work day, employees who are not deemed “critical personnel” may not continue to work unless requested to do so by a member of the executive council.
The University has designated certain “critical personnel” in the event of inclement weather and/or emergency situations. Critical personnel will be required to reach their work stations by their regular reporting time regardless of weather related conditions. This will assure that offices are open to the public and services are provided. Prior designation will allow critical personnel to prepare for weather conditions, and if need be, provide alternative methods of getting to work. Critical personnel are required to report to work to determine if their services are needed. These employees may be required to work outside normal work hours. The University may designate any additional “critical personnel” as needed for the particular situation.

NOTE: Employees are not expected to place work attendance above personal safety. It is ultimately the employee's responsibility to exercise judgment as to whether travel to or from work is appropriate for them at the time.

**Critical Personnel**
- Executive Council
- Academic Council
- Assistant VCs – Colleges of Technology
- Dean of students
- Chief information officer
- Director of public safety
- Director of physical plant
- Director of media services
- Director of library
- Warehouse manager
- Public safety duty officer and watchman
- All building maintenance personnel
- All grounds maintenance personnel
- All custodial personnel
- Administrative assistants in Maintenance and Public Safety
- Residence hall staff