



University of New Haven

Human Resources Policy/Procedure

Policy / Procedure Title	Applicability / Scope	Purpose	Effective Date	Responsible Party	Pages
Reporting to Work in Inclement Weather / Sending Employees home Policy & Procedure	All Employees	Provide employees with guidelines regarding reporting to work in inclement weather and sending employees home due to unforeseen circumstances	7/1/23	Associate Vice President Human Resources & Organizational Development	1

Inclement Weather: In the event of severe inclement weather, it is possible that the University may revert to on-line instruction. Employees should monitor all electronic notification channels as appropriate. However, if the University continues its normal operating schedule, the University has an expectation that employees will make every reasonable effort to report to work on time. Employees who expect that they may be late arriving to work have an obligation to call their supervisor, or their designee, at least fifteen minutes before their starting time.

Outside of essential employees who have been previously identified by departmental leadership and are required to report to campus as scheduled, it is the expectation that all other employees work remotely when inclement weather forces the campus to change its typical operations, either for a full day or a portion of the day. While the campus may have reverted to on-line instruction, employees are required to work remotely given that they have been provided the resources to do so. The concept of snow days has been eliminated because of the preparations and the resources developed during the Covid period. Union employees should refer to their respective collective bargaining agreements regarding reporting to work requirements for their departments.

Sending Employees Home: In the event that a work environment becomes uncomfortable or unsuitable due to heat, cold or other issues, the supervisor of that area should immediately contact the Facilities Department to report the situation. The supervisor should then identify and review options for moving the affected individual to another location within the University or require the employee to complete their workday remotely. The proper approvals through the department should be obtained.