

# **UNO Inclement Weather FAQs**

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## **General Questions**

### **How will we know if UNO is moving to remote operations?**

The UNO Weather Committee will communicate information widely with campus through text alerts, email, social media, web banners, and local news. Information will be shared with campus as early as possible to allow for plenty of time to adjust classes or job-related duties. In general, it will be our intent to communicate a remote learning day during the prior day so that faculty and staff may make appropriate preparations.

### **If UNO is in remote mode, does that mean all the campus buildings are closed and events are cancelled?**

If UNO makes the decision to move to remote mode, all previously scheduled on-campus events during that time should be considered to either be postponed or cancelled.

Buildings should also be assumed to be closed during this time unless otherwise specifically indicated. Omaha Athletic events, however, will continue regardless of whether the campus is in remote mode unless otherwise indicated.

### **If the campus moves to remote operations will the shuttles still run?**

In the event of an all-day remote event, the campus shuttles will not run. If remote operations are in effect for the first part of a particular day, the shuttles will begin running one hour prior to the return of normal campus operations. If remote operations take effect later in the day, shuttles will stop running one hour after the remote mode takes effect.

### **If I am holding an event on campus and I feel it is safe to still hold that event in person, am I allowed to?**

In the interest of safety and ensuring that the campus can properly be accessed, events are encouraged to be cancelled or rescheduled. If a particular event cannot be rescheduled, it is the responsibility of the organizer to get written approval from their unit's Vice Chancellor (Academic Affairs; Business and Finance; Student Success; Athletics) and coordinate any traffic or parking needs in consultation with Parking and Transportation Services and Facilities Management and Planning.

## **For Students**

**I'm a student who doesn't have access to remote technology for my classes. Will this negatively impact me?**

Students who require on-campus access of computers or other course-relevant technologies to complete assignments should work with their instructors on accommodations. The UNO Helpdesk can be used to access a limited number of loanable laptops or WiFi hotspots, which will be provided at no additional cost based on availability. Students are encouraged to coordinate such support at the beginning of each winter weather season.

**I'm a student who must take care of a family member/family members during severe winter weather. What are my options?**

Students should let their faculty member(s) know as soon as possible that they may be unable to make the adjustment to remote learning due to family obligations and coordinate a way to make up any necessary assignments or lessons.

**What happens if there is severe weather, and the campus is still in normal operations but I'm unable to make it due to poor road conditions or other external factors?**

Students should let their instructors know as soon as possible if they are unable to make it to campus due to weather issues and coordinate accordingly with their faculty member.

**I'm a student and my faculty member is punishing me for things that are out of my control because of winter weather and the move to remote operations. What are my options?**

Students are asked to follow the grievance process that exists across all colleges and departments at UNO. This begins with trying to resolve the situation with the individual faculty member first, before elevating the issue to the department chair or school director; then to the dean of the college; and then to the Senior Vice Chancellor for Academic Affairs for a final appeal and resolution.

## **For Faculty**

**If a class I am teaching is held in person how should I adjust my plans for remote operations?**

Faculty are encouraged to consider and plan for remote days during the winter weather season.

Faculty who utilize on-campus lab spaces as part of their curriculum are asked to consider alternative solutions.

Faculty are not permitted to schedule additional days for make-up sessions outside of the existing course schedule. Rather, instruction should happen remotely during the inclement weather day

at the scheduled class time or else the learning objectives for the course should be adapted to reflect a revised schedule.

Faculty teaching online or remote courses need not make any adaptations for a remote learning day.

**What do I do if one of my students doesn't have access to remote technology for my class?**

Faculty are encouraged to provide leniency during severe winter weather days for students who, for whatever reason, have difficulties accessing a remotely delivered course.

The UNO Helpdesk can be used to access a limited number of loanable laptops or WiFi hotspots, which will be provided at no additional cost based on availability. Students are encouraged to seek such support at the beginning of each winter weather season.

**I'm faculty member who must take care of a family member/family members during severe winter weather. What are my options?**

Faculty teaching courses ordinarily meeting in-person should let their students know as soon as possible of any schedule changes due to the move to remote operations. It is up to the faculty member's discretion how they make these adjustments - whether it's a remote session, asynchronous assignments, or moving their previously communicated timeline. Faculty may not, however, create a 'make-up' session at a later date.

**What happens if there is severe weather and the campus is still in normal operations but I'm unable to make it due to poor road conditions or other external factors?**

Faculty are expected to work as usual on days the campus is open for normal operations. Faculty teaching courses ordinarily meeting in-person should let their students know as soon as possible of any schedule changes. It is up to the faculty member's discretion how they make these adjustments - whether it's a remote session, asynchronous assignments, or moving their previously communicated timeline. Faculty may not, however, create a 'make-up' session at a later date.

**I'm a faculty member and I have concerns that one or more of my students may be taking advantage of the leniency I've been asked to provide due to winter weather. What are my options?**

Faculty are provided flexibility to make decisions in their classroom to ensure that all their students are meeting the course's learning objectives. Class expectations and procedures for remote operations due to winter weather, much like any other unpredictable life event, should be clearly laid out in the syllabus and explained at the start of the semester.

## **For Staff**

### **I'm a student, faculty, or staff member who must take care of a family member/family members during severe winter weather. What are my options?**

Essential Employees must notify their supervisor and take the administrative leave for hours not worked.

Employees with Alternative Worksite Capabilities (see: UNO Bad Weather Closure Policy) who are unavailable for work on an inclement weather day due to external factors are required inform their supervisor. Employees in this scenario will no longer be classified as "Employees With Alternative Worksite Capabilities" for the purposes of the University of Nebraska Inclement Weather Closure Pay Policy.

### **How will I know if I need to come in, even during a remote day? If I need to do, so will I be compensated?**

The only employees required to come to campus during a remote day are designated as "Essential Employees." Your supervisor should already have let you know if your responsibilities are included under this designation. If you are unsure if you are an essential employee, ask your supervisor/manager for guidance.

Essential Hourly/Non-Exempt Employees who work during a closedown will be paid for the actual number of hours works. Additionally, employees who are eligible for paid leave will receive, at their manager's discretion:

- Inclement Weather Pay for regularly scheduled hours worked.
- Banked hours as "Inclement Weather Leave" to be used at a later date

Essential Salaried/Exempt Employees who work during a closedown will be paid for regular scheduled hours during the closedown and will receive Inclement Weather Leave (hour for hour) at a later date for the period of time they are required to work.

### **I am a staff member with an Alternative Worksite Agreement (AWA), do I need to work during an inclement weather day?**

If you fall in the managerial/professional category and have an active and approved Alternative Worksite Agreement by the appropriate Vice Chancellor, you are expected to work remotely.

If there are any external factors that limit your ability to work (internet access, care of dependents, snow removal), you are no longer considered an employee with alternative work site capabilities. In that instance you are expected to contact your supervisor.

If you fall in the office/service category, you are not expected to work on an inclement weather day and will receive administrative pay.

**What if I have the option to work remotely but choose to come in during severe winter weather? Will I receive Bad Weather pay?**

No. Only Essential Employees are eligible for Inclement Weather pay or Inclement Weather Leave for working on-campus during inclement weather.

**What happens if I'm able to work from home, but due to the storm, my power gets knocked out or I lose my internet access?**

If there are external factors that limit an employee's capability to work from their alternative worksite, such as but not limited to: reliable internet access, care of dependents, snow removal, electricity, etc... these employees will no longer fall into the category of "Employees with Alternative Work Site Capabilities" as described in UNO's Severe Weather Policy.

Employees who encounter unplanned disruptions that prevent them from serving in this capacity are responsible for notifying their supervisors as soon as possible and adjusting their work responsibilities as necessary. Supervisors of employees that are responsible for working during inclement weather closures are instructed to be flexible in these scenarios.

**I am a student and would like to know if I will still have my academic advising appointment. If it was originally scheduled for in-person, will it still be held in-person, moved to virtual, or do I need to reschedule?**

If you are a student and have an academic advising appointment scheduled during a snow day, please wait for communication (phone call and/or email) from your advising unit/advisor. They will direct you on next steps.

**I am a staff member, how will I log my hours?**

Following the announcement of a move to remote operations, Human Resources will contact supervisors and managers to indicate how time should be logged for "Essential Employees" or "Other Employees" as defined by UNO's Inclement Weather Policy.

**I am a staff member without an AWA agreement, or my AWA agreement is expiring, will I be forced to sign a new one or renew my contract?**

No, the AWA is intended as a tool to allow individual employee's flexibility. New AWAs are initiated by the employee. Renewal is only considered based on the employee's request.

**I have an AWA but I am also facing external circumstances that limit my alternative worksite capabilities, therefore I fall into the 'other employees' category and am not expected to work. Does UNO require documentation of the external circumstances?**

No, UNO fosters a culture of trust. Please notify your supervisor with the reason you cannot work during the inclement weather day, if you are managerial/professional and have an AWA agreement. You will not be asked to provide evidence of the external circumstances.