



Subject: Policy and procedures regarding inclement weather conditions

To all Bryant faculty and staff,

Bryant University is a student-centered residential college, and therefore its activities continue despite inclement weather conditions. Bryant will close only in the most severe circumstances. In those circumstances, Bryant may delay opening, close early, or close for an entire workday.

When a decision has been made to cancel classes and close administrative offices, employees will find that information on the www.bryant.edu and emergency.bryant.edu homepages and Department of Public Safety Information line: 401-232-6002. Information about delays or cancellations will also be shared through Bryant Alerts emails, Bryant University Social Media, and regional radio and TV stations in Rhode Island and Massachusetts. Every attempt will be made to post morning announcements by 6:15 a.m. and evening announcements by 3 p.m., but these times may vary depending upon changing weather conditions.

We recognize that there is wide variation in where Bryant employees live, in the nature of a particular job, and in the requirement to be on site at work at any particular time. Employees and Bryant share an interest in protecting the well-being of our faculty and staff while supporting the needs of our students. In this spirit, it is anticipated that employees will make every effort, consistent with their own safety, to be at work when needed.

Use of Vacation or Personal Time During Inclement Weather

When Bryant University remains open during inclement weather, employees who choose not to come to work because of travel conditions or family needs, or who decide to leave work before the end of their scheduled workday, may charge their time against available vacation or personal time. Employees, other than those who work in a position/department designated essential (see below), may ask their supervisor for a variation from their regular schedule due to severe weather conditions. Supervisors who receive such requests should coordinate reasonable accommodations consistent with institutional needs.

When Bryant closes due to inclement weather, non-essential employees will be paid for the hours they were scheduled to be at work. However, when an employee calls in sick or has planned a vacation day on a day when the institution is subsequently closed for inclement weather, time off will be charged as previously scheduled, i.e. as sick time or vacation time.

Essential Operations

Due to the nature of the Bryant's activities and the complexity of its operations, there are certain essential services that must be provided regardless of weather conditions. Essential services include those provided by Facilities, Public Safety, and Residence Life staff. Because these departments are expected to remain operational, employees within these departments are expected to report to work even when Bryant is closed. Depending on the circumstances, other personnel may also be required to report to work.

Supervisors have the responsibility to identify work roles deemed essential and to inform affected individuals in advance of their obligation. Essential employees who are released from work during an inclement weather event will receive their normal pay as outlined above.