

Inclement Weather and Remote Campus Operations	Procedure Number	203
	Effective Date	2/14/25

1.0 PURPOSE

The procedure below defines and outlines the processes to be deployed during inclement weather events, weather-related emergency situations requiring closure, delayed openings, early dismissals, or other interruptions to the normal academic and campus calendar for the safety of all students, faculty, staff, and the UA-PTC campus community. In the event of power or connectivity issues, the Chancellor or designee will make the decision to close business operations at UA-PTC.

2.0 REVISION HISTORY

Drafted on June 4, 2024

3.0 PERSONS AFFECTED

Students, faculty, staff, guests

4.0 DEFINITIONS

Campus Closure - The institution will be closed to face-to-face business and instruction for students, employees, and the public or closed to all business and instruction, if deemed appropriate by the Chancellor

Delayed Opening – The institution will not open for face-to-face business or instruction at normal scheduled opening hours but open at a later time as determined by the Chancellor

Early Dismissal – The institution will be closed to face-to-face business and instruction earlier than the normal scheduled time

Emergency – situations that pose an immediate risk to health, life, property, or environment relative to institutional work sites

Inclement Weather – The existence of extreme climatic conditions (including, but not limited to, heavy rain, hail, snow, ice, high winds, extremely low or high temperatures, or any combination thereof) substantially increasing the risk or difficulty of travel

Off-Campus Essential Personnel – Workers required to report to work at their off-site location (i.e. home) as normally scheduled during inclement weather or emergency situations. For UA-PTC, this includes any employee not listed as on-campus essential personnel

On-Campus Essential Personnel – Workers required to report to work on campus as normally scheduled during inclement weather or emergency situations, when safe and appropriate. For UA-PTC, this is the Director of the Physical Plant, Facilities staff, and any designees

5.0 PROCEDURES

In general, inclement weather and emergencies may affect the operating status of the College in four different ways as detailed below:

1. Campus Closure - Shift to Remote Operations

In instances in which inclement weather or emergency situations interrupt or prevent normal business from being conducted, but the power or connectivity is not threatened or eliminated, the College will close its in-person business and face-to-face instruction accordingly. In the event

of such a campus closure, all face-to-face classes as well as offices and regular business will shift to remote operations. Operations for face-to-face classes are outlined below. Employees not identified as on-campus essential personnel should not report to work in-person and will not be charged leave unless they choose to take annual leave during the campus closure and shift to remote operations.

2. Delayed Opening

During a delayed opening, college officials will publicly announce the specific time at which the College will open. All face-to-face classes normally scheduled to begin prior to the delayed opening time will operate under remote operations as outlined below; all remaining day and evening classes will commence at their regularly scheduled time. Under a delayed opening, the delayed opening time will apply to all face-to-face classes, offices, and regular business operations and will be determined with each incident of inclement weather or emergency.

Employees are expected to arrive at work by the designated opening time; if they do so, they will not be charged annual leave for late arrival. Employees arriving after the designated time will be charged the full amount of time that they are late, and employees who do not come to work will be charged a full day's absence. Employees whose shift begins after the delayed opening time should report to work as regularly scheduled.

3. Early Dismissal

In the event of an early dismissal, the College will shift all face-to-face classes and regular business operations to remote operations at a publicly announced time. In the event of an early dismissal, the designated early dismissal time for face-to-face classes, offices and business operations will be determined with each incident of inclement weather or emergency and followed consistently.

Employees who leave earlier than the designated dismissal time will be charged annual leave for the full amount of time that they are absent prior to the dismissal time and employees who do not come to work will be charged a full day's absence. Employees who have not been identified as on-campus essential personnel who have shifts beginning after the designated early dismissal time should not report to work and should shift to remote operations.

4. Full Campus Closure

In the event of inclement weather or emergency situations in which power or connectivity is also limited, threatened, or eliminated, the Chancellor will make the decision to close all business operations, including remote operations and instruction. Employees will not be charged leave for full campus closures.

6.0 RELATED INFORMATION

Cancellation or Shift to Remote Operations for Classes, Clinicals, or Practicums

An instructor must provide students the opportunity to make up work due while the College is closed to face-to-face instruction and business for inclement weather without penalty. No examinations for courses designated as face-to-face shall be administered while the campus has shifted to remote operations for inclement weather or an emergency.

In the event of a prolonged shift to remote operations or campus closure due to inclement weather or emergency, the Provost shall provide guidance to faculty on learning continuity.

Face-to-Face Classes

To ensure compliance with the federal definition of the credit hour, instructors are expected to make up missed class time using recorded lectures, assignments, readings, instructional materials, or other alternative forms of instruction. Instructors may conduct face-to-face classes through synchronous distance education while the campus is closed or has shifted to remote operations for inclement weather or an emergency, but instructors shall not require synchronous attendance. This alternative instruction must be recorded and made available to students in the Learning Management System (LMS). In case of power or connectivity issues, faculty should be prepared to allow extra time as needed to complete coursework.

Clinicals, practicums, internships, and any other off-site learning will follow the same guidelines as all face-to-face classes.

Hybrid

Hybrid classes may meet fully online, replacing face-to-face meetings with synchronous or asynchronous options; scheduled online synchronous portions of the class may optionally be moved to asynchronous delivery. These adjustments are feasible because students in these classes will already have the necessary technology available and will already know how to use it.

Online

During campus closures or shifts to remote operations, online classes will continue as scheduled. In case of power or connectivity issues, faculty should be prepared to allow extra time as needed for online coursework.

Notifications

The Chancellor or designee will instruct the Director of Public Relations/Marketing and the Webmaster to post appropriate Inclement Weather information to the UA-PTC website, mobile app, institutional email, local media, social media, and via the RAVE Emergency Notification System. The broadcast media list includes the following:

- KARK-Channel 4 (NBC)
- KATV-Channel 7 (ABC)
- KTHV-Channel 11 (CBS)
- KLRT-Channel 16 (FOX)

Students and employees should watch for such announcements on Little Rock area television stations. If the College closes, shifts to remote operations, or changes hours of operation because of adverse weather conditions or emergency situations, the College will post the news to the UA-PTC website, mobile app, and institutional email. In addition, the news will be posted to the UA-PTC [Facebook](#), [Instagram](#) and [X](#) accounts. The College also recommends that all students and employees sign up with the [RAVE Emergency Notification System](#). All notifications of closures, shifts to remote operations, or changes in hours of operation will be delivered

directly to the user's mobile phone.


If there is no announcement, students and employees should assume the College is open for normal business operations.

Facilities/Reservations

If the College is closed or shifts to remote operations due to inclement weather or an emergency, campus facilities will not open earlier than the publicly posted delayed open time, close later than the publicly posted early dismissal time, or open during campus closure to accommodate the reservation. The Office of Events and Hospitality may be contacted to reschedule or cancel facility reservations.

Final Exams

If the College is closed or shifts to remote operations due to inclement weather or an emergency during a final examination day, it will reschedule any face-to-face final examinations except online exams, which should continue as scheduled.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s):	Remote Operations Task Force	6/4/24
Ratified by:	College Council	2/14/25
Recommended by Chancellor (Signature)		2/14/25
UA Policy Alignment:	N/A	