


**UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION**

Section:	Administrative	Procedure Number:	ADM-38
Subject:	Severe Weather Conditions	Effective Date:	May, 1993
		Revised Date:	October 2016
Facilities Officer:		Reviewed Date:	December 2019

Standard Operating Procedure

Specific procedures will be implemented when severe weather conditions exist.

Purpose

To ensure that adequate staffing levels are maintained during periods of inclement weather and to ensure parity in compensation during these situations.

Procedure

1. During the periods of severe weather, employees are expected to use good judgment as to whether or not to report for their assigned shift. As the University of Toledo is a health care facility, it may be necessary for employees to keep the institution abreast of their ability to report to work during these periods.
2. The University of Toledo may provide assistance in travel to and from work if the situation warrants. Facilities Maintenance employees may be picked up at their homes to assist in the operation of this institution during periods of inclement weather.
3. Compensation during periods of implementation will be outlined by the Department of Human Resources.