

Proposed Faculty Senate Revisions to the Inclement Weather General Policy and Procedure

Rationale:

During the week of December 2021, severe weather impacted the Salina Campus and one-half of final exam week was canceled, mid-Wednesday through Friday. Faculty were told not to come to campus until Monday of the following week. Final grades were still due that following Tuesday and students were leaving for the winter break. There have been other incidents in which final exams have been disrupted because one or more of the Kansas State University campuses were closed.

Currently, the University Policy & Procedures Manual provides no direction, guidance, or consistent procedures for academic departments on how to proceed when classes are canceled during the week of final exams. The proposed additions to the current policy will add consistency across colleges yet maintain and strengthen flexibility and academic freedom for faculty to determine how best to react to a canceled final exam due to inclement weather.

3000 General Policies and Procedures

3035 Inclement Weather General Policy and Procedure

Revised January 31, 2003, June 18, 2015, and December 7, 2016

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.040 General Policy

1. In the event of a Declaration of Inclement Weather, K-State will close for non-essential state employees during the period of Inclement Weather and if school is in session, classes will be canceled during that time period. Benefits eligible non-essential employees who are scheduled to work shall be placed on Inclement Weather Leave, using the appropriate Inclement Weather leave earnings code for Time & Leave reporting: IWE for FLSA exempt employees and IWN for FLSA non-exempt employees.

Each University unit is responsible for designating essential personnel, including such designation in their position description and communicating that designation to such personnel annually, prior to any Declaration of Inclement Weather.

2. Employees on authorized leave, holidays, or off days are not affected by these emergency procedures and will continue in that status.

3. Employees who have a remote work arrangement in place generally are not eligible for inclement weather leave. See [PPM 4045 Remote Work Policy](#) for more information.
4. Those employees who work during a Declaration of Inclement Weather will receive compensation at the same rate of pay that the employee would have received had there not been a Declaration of Inclement Weather.
5. Essential employees that work shall also receive inclement weather compensatory time (IWC) for the hours the employee works.

Proposed

040 General Policy

1. In the event of a Declaration of Inclement Weather, K-State will close for non-essential state employees during the period of Inclement Weather and if school is in session, classes will be canceled during that time period.* Benefits eligible non-essential employees who are scheduled to work shall be placed on Inclement Weather Leave, using the appropriate Inclement Weather leave earnings code for Time & Leave reporting: IWE for FLSA exempt employees and IWN for FLSA non-exempt employees.

The proposal is to add items #6a, b, c, & d shown below to the existing policy.

***6. Final Exams:** In the event of a Declaration of Inclement Weather, and K-State is closed during the week or partial week of final exams, and this interferes with the delivering of an in-person or online final exam, faculty will have the option to employ any one or a combination of the following:

- a) Offer any scheduled in-person exams online adhering to the published final exam day and time or allow students to access and submit the online exam at a later date but in sufficient time for faculty to process final grades. Students unable to complete an online exam due to verified weather-related issues must be given an alternate day and time to take the online exam. Any previously scheduled online exams that may be disrupted can be submitted at a later date but in sufficient time for faculty to process final grades.
- b) Give any face-to-face exams at another time if scheduling permits and can be done within required times of issuing final semester grades for all students. Any scheduling changes should accommodate student needs regarding personal responsibilities (work, family, etc.) and follow current final exam rules ([University Handbook, Section 71](#)).
- c) Issue the cumulative grade the student earned without including the final exam. An instructor may only choose this option if they have informed students on the course syllabus distributed at the beginning of the course that this would take effect if the in-person final exam was disrupted due to the University closing because of inclement weather.
- d) Additional options and exceptions as per agreement between the respective deans and college faculty.