

**Attachment 2**  
**Proposed changes to PPM 3035**  
**Inclement Weather General Policy and Procedures**  
**Proposed by FS President Don Von Bergen and FS Past President Don Saucier**  
**Endorsed by Faculty Senate Academic Affairs on April 16, 2024**

**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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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 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 administration of an in-person final exam, faculty will have the option to employ one of the following options:

- a) Offer the scheduled final exam online adhering to the published final exam day and time. Students unable to comply due to verified weather-related issues must be given an alternate day and time to take the online exam.
- b) Give the exam at another time if scheduling this to be done within required times of issuing final semester grades for all students.
- 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 that this would take effect if the in-person final exam was disrupted due to the University closing due to inclement weather.