



# Baylor University

**Policy Title: Emergency and Incident Policy**

**Policy Number:**

**Date Issued: March 16, 2020**

**Responsible Executive: Associate Vice President  
for the Department of Public Safety**

**Date Last Revised: March 16, 2020**

**Responsible Office: Department of Public Safety**

## Emergency and Incident Policy

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### Policy Statement

Baylor University ("University") may change campus operations due to hazardous weather conditions, natural or manmade emergencies, or other incidents and will disseminate information regarding an official delay or closing of campus operations to faculty, staff, students, contractors, volunteers, and visitors through official university communications.

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### Reason for the Policy

The Baylor University Department of Public Safety (Emergency Management) monitors forecasted inclement weather conditions and other emerging conditions, such as natural and manmade emergencies, to determine the impact on campus operations. If conditions require changes in campus operations, such as a delay or closure, senior administration will consult with these officials and notify campus constituents as outlined above and in accordance with the University's Department of Public Safety policies and protocols. There may be instances where one or more campus locations are restricted to essential personnel but the University operations continue through online mechanisms such as Remote Work or Telework.

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### Individuals/Entities Affected by this Policy

Faculty, staff, students, contractors, volunteers, and visitors

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### Exclusions

Essential Personnel

Emergency and Incident Policy

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## Related Documents and Forms

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### University Policies and Documents

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Remote Work Policy  
Telework Policy  
Emergency Operations Plan and Annexes  
Family Medical Leave Act (FMLA)  
Paid Caregiver Leave

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### Other Documents

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Fair Labor Standards Act  
Texas Payday Law

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### Forms and Tools

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### Definitions

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These definitions apply to terms as they are used in this policy.

<b>Campus</b>	Physical locations owned and / or operated by Baylor University and where work is performed (i.e., campus locations in Waco, Dallas, Austin, and New York with Waco as the principal location)
<b>Exempt Employee</b>	Salaried employee, not eligible for overtime pay
<b>Essential Personnel</b>	Faculty, staff, contractors, and other individuals who are required to report to their designated work location to ensure the operation of essential functions or departments during an emergency or when the University has suspended operations. President's Council may designate individual levels of Essential Personnel dependent on the emergency.
<b>Essential Employee</b>	In general, an essential employee during an emergency campus closing is defined as an employee whose job duties affect the security, safety, or physical operation of the University (including providing services to students). Additional faculty and staff may be instructed to engage in Remote and / or Telework but not have Campus access when Campus locations are restricted to Essential Personnel
<b>Emergency Operations Center (EOC) Team</b>	The EOC Team may be staffed by various administrators on campus. It conducts operations from within an EOC, or virtually, dependent on the situation. EOC Team members represent the emergency functions that will need to be accomplished during an emergency and ongoing recovery. Various subject matter experts may be called upon to join the

	EOC Team as needed prior to, during, and following an incident, to serve specific purposes.
<b>Non-exempt Employee</b>	Hourly paid employee, eligible for overtime pay
<b>Remote Work</b>	Work performed by a faculty or staff member that occurs at a location other than on Campus when the non-Campus location is the Regularly Assigned Place of Employment (e.g., work performed by a lecturer who works from home teaching an on-line class outside of Texas or the site of a non-local recruiting fair)
<b>Telework</b>	Work temporarily or occasionally performed by a faculty or staff member that occurs at a location other than Campus when Campus is the Regularly Assigned Place of Employment (e.g., work performed by a Waco Campus staff member who works on Campus four days a week and one day a week from home in the greater-Waco area)

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## Contacts

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Subject	Contact	Telephone	Office email/web site
<b>Baylor Alert</b>	Department of Public Safety (Emergency Management)	254-710-BUEM (2836)	<a href="http://www.baylor.edu/dps">www.baylor.edu/dps</a>
<b>Policy Questions</b>	Human Resources	254-710-2000	<a href="mailto:askHR@baylor.edu">askHR@baylor.edu</a> ; <a href="http://www.baylor.edu/hr">www.baylor.edu/hr</a>
<b>Timecard Entry Questions</b>	Payroll Office	254-710-2218	<a href="http://www.baylor.edu/payroll">www.baylor.edu/payroll</a> ; <a href="mailto:Payroll_Office@baylor.edu">Payroll_Office@baylor.edu</a>
<b>Emergency Calls</b>	Department of Public Safety (Baylor University Police Department)	254-710-2222	<a href="http://www.baylor.edu/dps">www.baylor.edu/dps</a>

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## Responsibilities

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<b>Department of Public Safety (Emergency Management)</b>	Monitor weather and forecast information, maintains situational awareness, convene the university's emergency management teams to coordinate a unified response to an emergency or incident, and disseminate Baylor Alerts and other emergency notifications to the campus community.
<b>Payroll Office</b>	Dissemination of information regarding special procedures for timecard entries
<b>Department Heads or Chairs</b>	Designate individual levels of Essential Employee. Communicate with faculty and staff on their designation and responsibilities.

<b>All Employees</b>	Ensure Baylor Alert contact information is up to date; monitor Baylor Alert and other official university communication systems during an emergency or incident; ensure awareness of safety plans for your office location. Communicate with Department Heads or Chairs to determine designation status and work requirements.
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## **Procedures**

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### **Overview**

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Any hazardous weather conditions, natural or manmade emergencies, or other incidents resulting in a business delay or closure of a campus location is managed in a manner consistent with the University's Emergency Management Plan.

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### **Notification**

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Notification on the decision to close or delay campus operations and / or to otherwise restrict campus operations in whole or part will be sent to all faculty, staff, and students through official university communication systems including Baylor Alert emergency notification system (text message and email), official social media accounts, local media (i.e. television, and radio stations), university websites, Baylor Information Line (254-710-4411) and university email distribution systems.

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### **Operations for Employees During Delay or Closure**

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Some employees, because of the nature of their work, will be required to work while the University is partially or fully closed. These are Emergency Essential employees. Other employees may be permitted or required to Telework or engage in Remote Work in accordance with the corresponding Baylor policies. Department heads are familiar with the commitments and requirements of their areas of responsibility within the University and are uniquely positioned to make the decision as to who needs to work as an essential employee during a closure. Employees should speak to their respective supervisors to determine whether or not they will be required to work while the University Campus is closed or operations otherwise restricted.

- A. Recording work hours during delay, closure, or suspension of campus operations when impact is limited to three (3) or fewer business days:

Employees who are emergency essential and working on campus will continue to comply with standard Baylor practices for work and pay. Employees who are engaged in Telework or Remote Work will follow those policies.

Non-exempt (hourly paid) staff employees who are not deemed essential personnel for the particular situation and who are not working will record “miscellaneous” time in the electronic time keeping system for the hours they **would have** worked during the official inclement weather delay or campus closure, even if on scheduled leave. Leave accruals will not be charged during these hours.

If staff employees are required to work during a delay, closure, or suspension of campus operations employees will receive credit to their leave accrual equal to the number of hours worked during the official delay or closure.

- Non-exempt employees will receive normal pay for the hours worked and will record the hours accordingly.
- Exempt (monthly paid) employees will report hours worked during the official delay or closure to the department timekeeper for notation and adjustment to the individual’s leave accrual balance.

B. Recording work hours during delay, closure, or suspension of campus operations when impact is four (4) or more business days:

Baylor will notify employees about matters related to recording time not worked during emergencies, campus closures or suspension of campus operations that extend beyond three business days. Employees who are engaged in Telework or Remote Work will follow those policies.

C. If a staff employee is not able to come in to work during an inclement weather or incident event, but the University is not officially delayed or closed, he or she should coordinate the delay or absence with their supervisor, recording time missed accordingly.

D. Any functional area of the University that wants to continue or resume operations contrary to the University’s decision must contact the functional area vice president and ask for a waiver. If that vice president wants to pursue such a waiver, he or she must obtain authorization from the Vice President and Chief of Staff, Chief Business Officer, or President, as appropriate.