**SUSPENDED OPERATIONS POLICY**

Used when University officials temporarily suspend non-essential operations. UW Suspended Operations Policy: http://hr.uw.edu/policies/suspended-operations/

**Nonessential staff:** If UW temporarily suspends nonessential operations due to severe weather or for other reasons, nonessential staff who can telework are encouraged to continue to do so during the operational suspension. Those who cannot telework or are unable to continue teleworking due to power outages or other impacts should follow the UW Suspended Operations Policy.

**Essential staff:** Only staff performing essential functions and who are not in positions that lend themselves to telework are required to report to work on-site during suspended operations (any Chemistry staff designated as performing essential functions in this context have already been notified).

Decisions to suspend non-essential operations on the Seattle, Bothell, or Tacoma campuses are made independently based on the prevailing conditions in their respective locations. If operations are suspended mid-day (between 8 a.m. to 5 p.m.), your department's designated emergency contact (usually a dean or vice president) is responsible for disseminating the information. Employees may also call the UW's toll-free emergency information line at 1-866-897-4636 or visit the UW homepage for suspended operations information.

**INCLEMENT WEATHER POLICY**

Used when the University is in operation, but an individual employee requests time off for unanticipated problems, including commuting challenges related to severe weather conditions. UW Inclement Weather Policy: http://hr.uw.edu/policies/inclement-weather/.

**GENERAL EMERGENCY AND SAFETY INFORMATION**

For news and updates regarding weather and other emergency notices, please visit the UW Alert Emergency blog (http://emergency.uw.edu/). You can also set up text or email notices from the UW Alert system.

The University has set up the UW Safety Portal (http://www.washington.edu/safety/), which serves as a central point for a broad array of campus safety and emergency preparedness resources.

Regarding commuting, please consider your personal safety when facing potentially hazardous commuting conditions. If you are unable to make it to work due to inclement weather, please contact your supervisor as soon as possible, and upon your return work with your supervisor to appropriately account for any leave taken.

To check the status of University operations, please check the UW website or the news media for emergency notices or call one of the information lines:

In Seattle: 206.897.INFO (4636)

Outside of Seattle: 866.897.INFO (4636)

The ISC  has information about time tracking related to the inclement weather and suspended operations policies (ISC Suspended Operations: https://isc.uw.edu/your-time-absence/suspended-operations/). Please work with your supervisor and let them know your plan in advance regarding any make-up time you intend to work.