

Inclement Weather Procedure

BUMC Campus

Closing of BUMC Campus

In the case of inclement weather (snow, ice, flood, and other weather event), a decision may be made to delay opening the BUMC Campus, or to close the campus for a day. In this case, we will follow procedure listed below. A decision will be made as close to 6:00a as possible.

- BUMC website will be updated with delay/closing information
- The BUMC Campus main phone line voicemail will be updated with delay/closing information
- An email will go out to the congregation (to all who have subscribed) with delay/closing information
- Closing information will be put on BUMC social media accounts
- An email AND text will go out to all staff with delay/closing information

It is up to each department to communicate with the appropriate leaders and participants of groups that may be meeting on these days as you see fit.

Day School & CCF Closings

The Day School follows Williamson County schools for delays and closings.

The Center for Children & Families (CCF) will make their decisions for delayed start or closings on a case by case basis and communicate their decision to their parents, Facilities staff, and the Executive Director as needed.

Note to Staff

Even if the church is to be open, please use discretion when driving in to work. If you are unable to get to work, inform your supervisor immediately. Our main priority is the safety of everyone!

Section 603 -- INCLEMENT WEATHER POLICY (From BUMC Handbook)

In case of inclement weather, it may be determined that the Church building(s) may be opened late or closed entirely for the day. In these situations, you will be alerted via the BUMC text message alert system and/or BUMC email of any closings or adjusted schedules due to weather conditions. You may also check the BUMC web-site (www.bumc.net) or call 615.373.3663, ext. 1400 for updates on closings.

If you are scheduled to work on a day when the Church building is closed all day, has a delayed opening, or an early dismissal due to inclement weather; the Church will pay your normal wages based on your regular office hours for those dates due to weather-related emergencies.

The Church believes that you should use your own judgment in the event of inclement weather. When the Church building is open, but you feel conditions are too severe to drive, notify your Supervisor as soon as possible. Unless the Church building is closed for the whole day, you must take vacation or personal leave time to be paid for the time you were not at work.

Non-exempt employees must receive Supervisor approval to work from home during inclement weather days.