

Inclement Weather Policy ADM 3.0

Human Resources/ Academic Affairs

Policy Type: Administrative

Applies to: Faculty, staff, student employees, students, and volunteers

POLICY DATES (required)

Issued:

Revised:

Edited:

Reviewed:

On occasion, weather conditions develop which may cause a faculty or staff member to experience difficulty in getting to work on time. Extreme weather conditions may also cause the University to be closed. Even when situations such as these occur, many essential functions at the University must continue to operate to serve the students; including, but not limited to, the provision of utility service to University buildings, security, snow removal, dining services and other activities.

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Definitions (optional; suggested for terms that have specialized meaning in the policy)

Term	Definition
Designated Emergency Staff	Staff required to remain at work during a closing to provide essential safety and security services for students

Policy Details (optional)

A. Designated Emergency Staff

If it is determined that both classes and offices will be closed, only designated emergency staff is expected to report or remain at work. Designated emergency staff is needed to provide essential safety and security services for students. The Office of Human Resources maintains the official roster of emergency staff that has been selected from the various campus areas. The Office of Human Resources is responsible for notifying staff that have been designated as emergency staff. Designated hourly emergency staff advised in advance, or called in specifically for the emergency, will be compensated based upon the University's holiday pay policy for all hours worked during the situation.

B. Non-Emergency Staff Pay

During a closing declared by the University, if non-emergency staff are not required to report to work, they will be paid for all regular hours which fall within the beginning and end of the situation. Non-emergency staff members who decide to report to work when a closing is put into effect by the University will only be paid at their regular rate of pay for scheduled hours that fall within the beginning and end of the situation.

C. Open Office During Weather

During periods of severe weather when classes or offices remain open at the University, staff members who report to work at a reasonable time during their workday will be compensated for the entire day. This provision does not apply to designated staff called in for an emergency. Staff unable to report to work may use accrued but unused vacation or

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personal time to complete a full workweek. Staff may also make up hours missed within the same pay period with the approval of their supervisor, or may have the time charged as an absence without pay.

D. Closing during Work Hours

If an emergency or closing is declared by the University during regular work hours, caused by events such as tornadoes, severe snow storms, power failures, etc., staff may be dismissed only after an announcement by each vice president or his/her designees. Individual areas, units or departments cannot dismiss staff without authorization.

E. Early Release

If an early release announcement by the area vice president or his/her designee is made during the working day, University staff on the job released from work will be paid for the remainder of the work shift. Staff who desire to leave work before an early release announcement is made may request permission to leave early from their immediate supervisor; however, if the request to leave early is approved, personnel may use accrued but unused vacation, personal time or have an absence without pay to complete the working day. If an early announcement is declared after an employee leaves early, the employee will not be paid for the remainder of their shift unless they use vacation or personal time.

Staff members who are required to work beyond their normal shift during an emergency will be paid according to the University overtime policy.

PROCEDURE (required)

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A. Inclement Weather Announcement

The University closes only in times of emergency. If weather conditions warrant limiting its activities, a decision will be made by the president or the vice president for academic affairs and dean of the University to not operate classes, offices or both. In the event of severe weather, the decision to totally or partially close the University will be communicated to the campus community by the President's Council, via the following events:

1. The vice president for student affairs will notify the University's information line at (330) 829-2806 and the Office of Campus Safety and Security.
2. The vice president for business affairs will notify the Physical Plant.
3. The executive director of marketing will make every effort to notify local television and radio stations by 7 a.m. on the day of the closing.

Responsibilities (required)

Position or Office	Responsibilities
Vice President for Student Affairs	Notify University's information line and campus security
Vice President for Business Affairs	Notify Physical Plant
Executive Director of Marketing	Spread the word to local radio and television stations by 7 a.m. the day of the closing

Resources (required for any resource referred to in the policy)

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Contacts (required)

Position	Office	Telephone	E-mail/URL
VP of Student Affairs	Office of Student Affairs	(330) 823-2243	Student_Affairs@mountunion.edu
VP of Business Affairs	Office of Business Affairs	(330) 823-6599	businessoffice@mountunion.edu
VP of Marketing	Office of Marketing	(330) 823-6092	marketing@mountunion.edu

History (required)

All changes must be listed sequentially, including edits and reviews. Note when the policy name or number changes.

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