



Policy

Title:	Inclement Weather and Other Emergencies Policy
Effective Date:	7/12/2016
Approved By:	President's Council
Responsible Party:	Vice-President for Human Resources
History:	November 1, 2015
Related Documents: Local 1776 Attendance Policy; Employment Categories Policy; Hours of Work and Overtime Policy; Vacation Policy;	

PURPOSE

This policy communicates expectations for work during occasions of bad weather or adverse road conditions and time off for when campus is closed.

POLICY

It is the policy of the University to be operational at all times; therefore, all employees are expected to report to work unless notified otherwise.

Faculty and Staff are expected to use their best judgment if adverse weather creates extreme travel hazards when traveling to or from the workplace. They should not endanger themselves nor ignore the statements of local officials about traveling during adverse weather or other emergency situations.

During an adverse weather event, some essential employees will be required to work on campus in order to ensure immediate and necessary University or campus functions are provided. Essential employees will be notified in advance of this designation and requirement by their supervisor.

DEFINITIONS

Essential Employee: an employee in a position, previously designated by management, in which s/he is required to work on campus during an adverse weather or emergency event in order to meet immediate and necessary campus or University functions.

PROCEDURE

General Considerations

In the event of inclement weather or emergency situations, the University recognizes the need to address how such conditions may affect the overall operations of the institution. This policy is intended to provide guidance in addressing these situations. In general, the University must continue certain operations during emergency situations due to the needs of students, the requirements of ongoing research activities, and other factors. The University recognizes, however, the need to exercise caution for the welfare of the University community, including all faculty, students and staff, during adverse and emergency conditions, as set forth in this policy. Because many University operations occur 7 days per week and into the evening hours, this policy is applicable to all seven weekdays of operation.

Although the University generally expects all employees to make every reasonable effort to come to work on occasions when the University is open during inclement weather, this general expectation is subject to each employee's exercise of his or her personal judgment and common sense regarding his or her personal safety under the circumstances and weather conditions. Each employee, therefore, must exercise his or her personal judgment on whether it is possible to report to work consistent with such considerations. Employees who do not report to work because of inclement weather or other emergency conditions - when the University is declared to be open - will be charged paid time off. Employees are responsible for notifying their supervisor in accordance with departmental policy and guidelines if they do not plan to come to work due to inclement weather.

In general, inclement weather or other emergency situations may affect the operating status of the University in three possible ways as detailed below:

A. Delayed Opening

During a "Delayed Opening", University administrators will publicly announce the specific time at which the University will open. All academic classes regularly scheduled to begin prior to the delayed opening time will be cancelled; all remaining day and evening classes will commence at their regularly scheduled time. All offices and regular business operations will open at the specified delayed time.

Under a delayed opening, the delayed opening time will apply to all University classes, offices and regular business operations and will be determined with each emergency or incident of inclement weather. Employees who are not identified as “weather or event essential personnel” are expected to arrive at work by the designated opening time; if they do so, they will not be charged for late arrival. Employees arriving after the designated time will be charged the full amount of time that they are late, and employees who do not come to work will be charged a full day’s absence. Employees whose shift begins after the delayed opening time should report to work as regularly scheduled. Employees designated as “weather or event essential personnel” should report by their regularly scheduled start time regardless of the announced delayed opening, unless advised otherwise by their supervisor. “Weather or event essential personnel” arriving after their scheduled start time will be charged the full amount of time that they are late, and employees not coming to work will be charged a full day’s absence.

B. Early Dismissal

In the event of an “Early Dismissal,” the University will cease all academic activities and regular business operations at a publicly announced time. In such an event, all remaining day and evening classes will be cancelled after the specified time. Normal University operations, including all academic activities and regular business operations, will commence at the regularly scheduled time on the next work day.

In the event of an Early Dismissal, the designated Early Dismissal time for University classes, offices and business operations will be determined with each incident of inclement weather or emergency and followed consistently. Employees who are not identified as “weather or event essential personnel” will be dismissed to go home and will not be charged any leave for the balance of the employee’s work day. Employees who leave earlier than the designated dismissal time will be charged leave for the full amount of time that they are absent prior to the dismissal time and employees who do not come to work will be charged a full day’s absence. “Weather or event essential personnel” are expected to remain at work as regularly scheduled, unless otherwise directed by their supervisor. Employees who have not been identified as “weather or event essential personnel” who have shifts beginning after the designated early dismissal time should not report to work.

C. Complete Closure

In the event of a “University Closure,” all day and evening classes will be cancelled. All offices and regular business operations will be closed. Normal University operations, including all academic classes and business operations, will commence at the regularly scheduled time on the next work day.

If inclement weather or other emergency conditions warrant a decision to cancel classes and close offices and regular business operations, employees who have not been designated as “weather or event essential personnel” should not report to work, and will not be charged any leave unless it was previously scheduled. “Weather or event essential personnel” are expected to report to work as regularly scheduled, unless otherwise directed by their supervisor.

Employees who were previously approved for paid time off (e.g. vacation) will still be charged the applicable paid time off if the University closes during the period of approved time off.

Weekends

If inclement weather or emergency event occurs during a weekend, University officials will determine if a delayed opening, early dismissal or closure is necessary, as applicable to weekend operations. Non-weather essential personnel and “weather or event essential personnel” will follow the appropriate procedures (as listed above) for the respective situation.

Special Events

Upon the determination of the appropriate Administrator in consultation with appropriate University officials, certain previously scheduled special events such as continuing education events may be conducted during times of University closure. Event essential personnel will be expected to report to work as regularly scheduled, unless otherwise directed by their supervisor.

Compensation for Weather or Event Essential Personnel

Non-exempt classified staff designated as essential personnel who report to work at their scheduled time when the University is closed due to inclement conditions or other emergency situations will receive pay for all hours worked during that period equal to double their normal hourly rate.

Departments may adjust the work schedules of employees who are designated as essential in response to inclement weather or emergency situations.

Any employee who is designated as essential but does not work during an inclement weather or emergency event will not receive additional compensation and will be charged paid time off for the time missed. Repeated failure of an employee designated as essential personnel to work during an inclement weather or other emergency event may subject that individual to formal disciplinary action.

Only employees designated as essential personnel will receive additional compensation when the University’s operating status is affected by inclement weather.

Posting of Inclement Weather Information

Appropriate inclement weather and emergency information will be posted to the University's web site – www.salus.edu, as well as through the RAVE ALERT emergency communications system and through notification of local and regional media (e.g. KYW 1060 AM).

Responsibilities

Students are expected to make every reasonable effort to attend class but are advised to avoid undue risks in traveling.

Students are responsible for any academic work they miss due to absences caused by severe weather conditions. It is the student's responsibility to take the initiative to make up any missed class work.

If a faculty member cannot attend class when the University is declared open, it is that faculty member's responsibility to notify students in a timely manner, preferably at least one hour prior to the start of class. Faculty are also required to notify their applicable Program Director and/or Dean in these situations.

Faculty should also be mindful that hazardous weather conditions can cause students to miss class. In all such cases, faculty are strongly encouraged to provide a reasonable opportunity for students who are unable to attend to complete assignments or examinations missed due to hazardous weather conditions.

Faculty members have discretion to determine whether an additional session of the class should be held or if any additional assignments should be required to make up for classes that were not held.