

INCLEMENT WEATHER POLICY

Purpose

The purpose of this policy is to establish procedures to close, cancel classes or cease portions of the university's operations due to hazardous weather conditions and provide continuity of essential operations during inclement weather

Policy Statement

The University of Mary recognizes that adverse weather conditions can impact university operations. While every attempt is made to maintain normal operations and services for the benefit of students, faculty, and employees, it may occasionally be necessary to close the university when extreme weather conditions occur.

The university does not advise employees to take unwarranted risks when traveling to work in the event of inclement weather or other emergencies. **Each person should exercise his/her best judgment with regard to road conditions and other safety concerns. Therefore, no employee should come to work if the conditions he/she is facing are felt to be unsafe.**

Procedures

1. *Closing Decisions*

Main Campus

- A. The vice president for academic affairs, in consultation with the vice president for financial affairs, is authorized to make the decision to close the university and cancel classes, delay opening or close early due to inclement weather. Deans/chairs, department heads, directors, supervisors are not authorized to make closing decisions in their areas of responsibility.
- B. When hazardous weather conditions occur outside of regular business hours, a decision to close or delay opening the University will be made at the earliest possible time, preferably by 6:30 a.m. on the day of the inclement weather event. Closing decisions for the next workday may also be announced during evening hours when hazardous weather conditions warrant. The director of physical plant and the vice president for financial affairs will provide updates regarding conditions of campus roads and parking lots.
- C. When hazardous weather conditions occur during regular business hours, a decision to close early and cancel classes will be made at the earliest possible time. A closing decision which affects evening classes should be made by 2:00 p.m. The director of

physical plant will provide periodic updates on the hazardous weather conditions and conditions of the campus.

- D. A decision to cancel classes due to inclement weather is made separately from consideration to close the campus. It is possible that classes would be cancelled but the campus would remain open for other business.

When academic classes are cancelled, employees are expected to perform their assigned responsibility for the day as usual.

It is also generally assumed that if classes on campus are cancelled, online classes would not be interrupted.

Fargo Center

The coordinator of the Fargo Center, in consultation with the facility manager, is authorized to make the decision to close the facility, delay opening or close early due to inclement weather. The coordinator makes the decision in relation to what other schools in the area are doing. The decision to close is made by 2:00 p.m.

Other Sites

The coordinator of the individual sites, in consultation with the vice president for enrollment services, will be responsible in deciding to cancel classes due to inclement weather.

2. *Distinguishing between class cancellations and University closings:*

It is important to distinguish between class cancellations and university closings.

- A. Under some conditions, classes will be cancelled but the university will remain open to maintain student access to most services.
- B. Under some conditions, the university will delay opening. In these circumstances, weather reports suggest that conditions will improve early in the day and the delay allows students, staff, and faculty additional time to get to work, limits the number of people commuting during the rush hours and allows for clearing of parking lots and roads.
- C. Under some conditions, the university is closed. In these circumstances, no classes are held and most offices are closed. There are certain personnel who must report for work even when the university is closed so that the institution can serve the residential students. The decision is made when extreme conditions are widespread in the city and raise personal safety issues.

3. *Announcement of Class Cancellations/ Closing Decisions*

Main Campus

The vice president for academic affairs and vice president for financial affairs will communicate the class cancellations/closing decision to the University of Mary community and to the director of communications who notifies the appropriate media outlets – radio and television stations. The vice president for financial affairs will place the announcement on the website, text messaging and email notification. If the university is open when class cancellations/closing decisions are made, those decisions will be communicated in the same manner as above.

The news media outlets are:

TV: KFYR
KXMB

Radio: KFYR 550 AM
KMBR 1130 AM

University Switchboard is responsible for informing incoming callers to the switchboard of all University class cancellations/closing decisions. The announcement will include: cancellation of classes (if applicable); time of closing.

Fargo Center

The Coordinator of the Fargo Center will communicate the class cancellations/closing decisions of the Fargo Center to students and faculty by email notification and radio announcements. The news media outlets are: Radio: KFGO AM and WDAY AM.

Other SADE Sites

In consultation with the vice president for enrollment services, the coordinator notifies students and faculty by email notification.

4. *Designated Personnel*

A. Determination of Designated Personnel

- When a closing decision is made, certain categories of employees, designated as “designated personnel”, are required to work their normally scheduled shifts and/or in excess of their normally scheduled shifts as required during inclement weather to ensure continuity of essential

operations. Annually, each vice president is responsible for preparing a list of “designated personnel” which is then given to human resources.

- Supervisors of designated personnel are responsible for informing their employees, in writing, of the designation as “designated personnel”, their assignment and the requirement to report to work on time for their regular work shift whenever the Inclement Weather Policy is in effect due to hazardous weather conditions or any acts which may result in a closing decision for the university, Supervisors are responsible for notifying current employees of their “designated personnel” status on an annual basis and informing new employees when they accept employment offers.

- B. Other categories of employees may occasionally be designed as “designated personnel” when circumstances require a change in status. Supervisors will notify the employee of this change in status as soon as practical.

5. Designated Personnel: (Main Campus)

- A. Custodial/physical plant
- B. Food service
- C. Switchboard operator
- D. Campus security
- E. Resident directors
- F. Others as determined by vice presidents

Fargo Center and other SADE Sites

- A. Coordinator
- B. Facility manager, if applicable

COMPENSATION FOR WEATHER-RELATED CLOSURES

When a limited staffing mode of operation is implemented during weather-related closure of the university, employees designated as critical to continuing operations are expected to make every reasonable effort to report to work. **Each person should exercise his/her best judgment with regard to road conditions and other safety concerns. Therefore, no employee should come to work if the conditions he/she is facing are felt to be unsafe.**

Compensation for weather related closings is outlined below:

1. Full Day Closings

When the university is **closed** as a result of inclement weather, all employees scheduled and who report to work on that day are paid for that day, and those designated personnel who are required to work and who report to work, are given a vacation day added to their paid leave bank (available only to designated employees eligible for vacation pay). All overtime rules apply for work over 40 hours.

When the weather is hazardous, but the university is **not closed (even if classes are cancelled the University remains open):**

- Employees are expected to report for work. Employees who choose not to come in to work are to notify their supervisor. They are to take a vacation or personal day. Sick leave is not to be used for time off due to inclement weather. (Administrative staff are required to complete the necessary leave slip if they do not report for work).

2. Partial Day Closings

Early Closing: Employees who are at work when an official closing is declared will be sent home and paid for the balance of their scheduled hours.

Delayed Opening: Employees who work at least 4 hours or more will be compensated for the balance of the shift. Employees who do not report for work when the campus remains open during inclement weather are to use vacation, personal leave or make up the hours during the current workweek. (Administrative staff are required to complete the appropriate leave slip if they do not report for work.)

3. Pre-approved Leave

All designated and non-designated personnel on pre-approved leave with pay during an authorized closing will not be charged leave for that day or for the portion of the day the University is closed or delayed.

Communication Difficulties

Employees other than “designated personnel” who report to work during periods of authorized closing(s) as a result of not having heard the closing announcement will not normally be credited with additional pay.

Policy Application

This policy applies to all university employees. Employee refers to an individual who works for the university in a full-time or part-time capacity as administrative staff, teaching faculty, support staff, or contract employee.

Approved

November 2009 by the Executive Committee of the University of Mary Board of Trustees