

Cheyney University Policy FA-2010-4018

Policy on Inclement Weather Policy

Approved by: Finance and Administration Council / President's Cabinet

History: Issued -- 2-17-2009

Related Policies: n/a

Additional References: n/a

Purpose

To establish an inclement weather policy for Cheyney University of Pennsylvania.

Scope

This policy applies to all CU Employees.

Objective

The objective of this policy is to establish guidelines by which decisions will be made to close the university or to cancel CU-sponsored programs or activities in the event of severe weather conditions.

Policy

Cheyney University of Pennsylvania is committed to the safety and security of its students, faculty, staff, and visitors. As such, the decision whether the university should close or remain open is based on the overall concern for the university community.

In general, however, CU's practice will be to remain open and to conduct business as usual during periods of inclement weather, except as noted in this policy statement. Therefore, unless otherwise directed, all employees are expected to report to work at their regular time and to remain at work throughout the course of their regularly scheduled workday. If an employee believes s/he cannot commute safely between his/her home and place of work during periods of severe weather, the employee is required to notify his/her supervisor and use either annual or personal leave to cover the time off.

Closure of the University

Should adverse weather conditions arise or be anticipated that would make it inadvisable to operate the university on a given day, the president may, at his/her discretion, close the institution (i.e., cancel all classes and on-campus activities at all campuses and release all faculty members and non-essential administrative employees from their normal duties). [Note: The designation of "essential" vs. "non-essential" functions and personnel is made by each vice president for his/her respective functional

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area. Employees in essential operations will be advised of the critical and essential nature of their function and of how this policy applies to them.]

Reopening of the University

The university will reopen at the beginning of the first complete shift of the workday immediately following the day(s) of closure.

Cancellation of CU-Sponsored Activities or Events in the Absence of University Closure

Should adverse weather conditions arise or be anticipated that would make it inadvisable to conduct an CU-sponsored activity or event on a date when the university otherwise remains open, the sponsoring unit/department has the option to cancel or postpone the function.

Note: This policy is consistent with SSHE policies and procedures. (See Management Directive 530.17 Amended, November 13, 2007.)

Definitions

Essential function: A function that has been designated as essential to the continued and safe operation of the campus. (Essential functions may vary depending upon the circumstances of the emergency.)

Essential employee: An employee who works in an essential operation and is required to work during a partial or full-day campus closing.

Liberal leave: Applies to the time period employees are unable to get to work. Employees must utilize approved annual, personal or documented compensatory time. The intent to use such leave must be reported and called in to the supervisor in accordance with department call-in procedures. Under conditions of liberal leave, all supervisors will approve submitted leaves, assuming leave is available.

Responsibilities

The President of CU (or his/her designee) is responsible for making the decision to close the university during periods of inclement weather.

The responsibilities of the Vice Presidents, the Director of Public Relations and Marketing, and CU employees with response to university closure are detailed in the "Procedures" section of this policy statement.

The responsibilities of CU event sponsors who may opt to cancel or postpone university-sponsored functions during periods of severe weather when the university otherwise remains open are also detailed in the "Procedures" section of this statement.

Decision Making

There is an important distinction between the decision to “cancel classes” and the decision to “close the university.” When classes are canceled, staff, managers, administrators, and faculty whose responsibilities lie outside the classroom are expected to report to work. Employees choosing not to report to work when classes are canceled will be charged paid leave time, either annual, personal leave, or leave without pay, and must submit a leave slip to the Payroll Office.

The president and/or the governor have the authority to “close the university.” The decision to close the university will be made only under the most extreme circumstances. If the decision is made to close the university, only [“essential” employees](#) will be required to report to work. Employees who possess this designation are notified in writing from the Office of Human Resources and receive a picture identification indicating their classification as an [“essential employee.”](#) Essential employees who do not report to work when a state of emergency is declared are charged annual or personal leave and are required to submit a leave slip to payroll. Nonessential employees will be authorized to be absent from work in the case of the governor-declared state of emergency in the commonwealth and are not required to submit leave slips.

There is an expectation that the university’s residential campus—will never close because of our obligation to provide services to our residential students. Regional campuses and sites that are nonresidential may close in case of inclement weather.

As the timing of announcements of a decision is critical, if class cancellation or university closing is deemed to be necessary, an attempt will be made to announce a decision prior to 6:00 a.m. for day classes and morning shifts, and prior to 4:00 p.m. for night classes and afternoon/third shifts. Decisions about class cancellations will also include clear information about class cancellation at the regional campuses and at all CU sites. The directors or deans of these sites will be notified by telephone by the provost when the class cancellation decision is made. After consultation with the provost, site directors *may* choose to “close” those sites that are not residential in nature. Decisions will also be made by the respective vice president about the status of on-campus and off-campus events, including athletic events, at the same time that the class cancellation decisions are made.

Responsibilities

The Office of Telecommunications will be charged with sending a message via e-mail and text message to all employees. Employees will obtain information from the CU website or by calling the CU Information Line. When classes are canceled, the message will remind employees that they are required to work during that day despite the cancellation of classes, and, if they choose not to come to work

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because of inclement weather, they must submit a leave slip. This message will encourage all employees to use their best judgment in traveling.

The vice president for Student Affairs will be charged with sending an e-mail to all students informing them of the class cancellation or university closing, which also would include information about cancellation of classes at all regional campuses and sites and the status of student affairs events. This message will encourage all students traveling to classes to use their best judgment in traveling.

The Director of Public Relations will post information on the CU website homepage about the cancellation of classes or university closure, including status of all classes at regional campuses and sites and scheduled activities. Supervisors and employees will be encouraged to check official university information sites—the CU website or call the CU Information Line—as the primary source of information about class cancellation status.

Cancellation of CU-Sponsored Activities or Events in the Absence of University Closure

If a decision is made by an event sponsor to cancel or postpone the function, the sponsoring unit department assumes responsibility for notifying event participants of the cancellation postponement in an appropriate and timely manner.

The Office of Public Relations and Marketing will be responsible for submitting and posting correct and accurate information about class and event cancellations on the web and TV.

Liberal Leave

Liberal leave applies to the time period employees are unable to get to work. Employees must utilize approved annual, personal, or documented compensatory time. The intent to use such leave must be reported and called in to the supervisor in accordance with department call-in procedures. Under conditions of liberal leave, all supervisors will approve submitted leaves, assuming leave is available.