

## Inclement Weather and Other Emergency Delays, Cancellations and Closures Policy

The health and safety of our campus community is a priority and any circumstance that threatens students and/or employees may result in partial or total shutdown of the University.

University policy is to maintain normal operations in adverse weather conditions; however, in the event of normalismay with the Vice President for Administration, the Executive Director of Facilities and the Provost of the University.

Authorization for University closure will be at

the discretion of the President or his/her designee in consultation with local, state, or federal public safety officials. During an inclement weather event, the University may notify students, faculty, staff, and other employees of a delay, early dismissal, cancellation, or closure. Please read, understand, and act in accordance with the below procedures to help guide university operations, employee work schedules, and how employees should record their time for that day.

### Employees and Students

**Normal Operations** There is no delay or closure.

- x Employees are expected to report to work at their regularly scheduled time.
- x Students are expected to report to class at their regularly scheduled time.

**Delayed Opening, Early Dismissal or Cancellation of Classes** - This is for a specific period of time due to adverse weather or other unforeseen circumstance. Dining Hall Open, unless otherwise noted.

#### Staff:

- x Staff are expected to report to work at their regularly scheduled time.

#### Faculty:

- x adverse



- x Employees will either: (1) use their accrued leave to account for the delay or absence (2) be permitted to make up the missed work time during the same work week, or work remotely with explicit permission from their supervisor; or (3) if option #1 or #2 are not available, it will result in leave without pay.

#### Students:

- x All students are excused and need not to report to classes.

Every reasonable effort will be made to determine the level of closure for the day by 6:00 a.m. As needed, notification of the media and campus community will take place immediately thereafter. Public Relations shall notify the WV Higher Education Policy Commission of any delays, cancellations, closures, or other emergencies.

#### Essential Employees

Basic operations of essential employees are defined as the on-site duties and responsibilities necessary to ensure the stable operation and safety and protection of our campus community during a weather-related, power outage, or other delay or closure. Employees, including but not limited to, those in Facilities, Public Safety, Residence Life, and Dining are essential to the basic operations of the University. Essential employees will receive a memo confirming such from their respective Vice President.

Note: Overtime will continue to be paid in accordance with West Virginia law and policies. Work time lost by any employee during a declared emergency will be considered regular work time for pay purposes and will not require that the time be charged to annual leave nor will there be a requirement that the time be made up. (HEPC Series 8)

Information on class cancellation or University closing will be available as follows:

Delays, Cancellations, Closure, and any other emergency notifications will be sent to students, faculty, and staff through the campus Emergency Alert System. The system sends notices via text message, Facebook, Twitter, and e-mail. To sign up for this service, [visit this link](#).

Announcements of a delay, cancellation of classes, or closing of the University will be broadcast over area television and radio stations. The television stations are: WDTV 5, WBOY 12, WTAP 15, WSAZ 3, WCHS 3, WOWK 13 and WOAY 4. Radiostations include: WBRB (101.3FM), WVRC (104.7FM), WDBS (97.1FM), WAFD (100.3FM), WKQV (105.5FM), WVBD (100.7FM), WSGB (96.5FM/1490AM), WVAR (98.1FM/600AM), WSWW (95.7FM), WVAQ (101.9FM), WKKW (97.9FM), WAJR (1440AM), WFBY (102.3FM), WWLW (106.5FM), WCIR (103.7FM), WHAW (980AM), WVRW (107.7), and West Virginia Public Broadcasting (the closest transponder being 88.9FM).

You can call **304 462 7361** and the operator or a recorded message will give you delay, class cancellation, or University closing information.

Your continued support and commitment to the University and compliance with its policies is greatly appreciated.

If you have questions, please contact the Department of Human Resources.