

## VIRGINIA STATE UNIVERSITY

<b>Section:</b>	Presidential Policy
<b>Procedure Number:</b>	202
<b>Procedure Name:</b>	Inclement Weather/Emergency Procedure
<b>Applicability:</b>	All University Employees
<b>Effective Date:</b>	March 25, 1998
<b>Revision Date:</b>	August 17, 2000-Supersedes Executive Memorandum Number 97-2, issued on December 18, 1997, and entitled "Inclement Weather/Emergency Procedure"
<b>Review Date:</b>	September 1, 2001

### I. Purpose

This policy is designed to facilitate continuity in University operations in cases of inclement weather or other emergencies, such as utility failure or forced evacuations.

### II. Policy

The decision to close the University will be made by the President in consultation with the Director of Police and Public Safety. If the President is absent from campus, the decision will be made by the Chief of Staff, in consultation with the Provost, the Vice President for Administration and Finance, and the Director of Police and Public Safety. In the absence of the President and the Chief of Staff, the Provost and Vice President of Administration and Finance and the Director of Police and Public Safety will make the decision.

Upon reaching decision to close the University, the President, Chief of Staff, or the Director of Police and Public Safety will immediately notify all Vice Presidents, the Assistant to the President for Human Resources, and the Director of University Relations to inform them of the decision.

**Procedure Number:** 202

**Procedure Name:** Inclement Weather/Emergency Procedure

### **Essential Personnel**

In the event of an authorized closing, all personnel deemed essential must report for work (see Definitions). Each Vice President is responsible for updating and publishing each year a list of essential personnel that must remain on file with the Assistant to the President for Human Resources. Vice Presidents must ensure that an updated list is on file each year by October 1. Essential personnel who work during an authorized closing shall be paid their regular rate of pay and receive credit for compensatory leave for hours worked during the authorized closing, regardless of whether **a)** the authorized closing occurs during the employee's regular scheduled work shift, or **b)** the authorized closing is for an entire or partial work shift.

Supervisors of essential personnel are responsible for ensuring that personnel designated as "essential" understand their assignments and know which television and radio stations they should monitor for information on authorized closings. Supervisors are also responsible for ensuring that essential personnel report to work whenever this policy is in effect. **Supervisors must inform employees of their designation as "essential personnel" in writing. In addition, supervisors must inform essential personnel in writing that essential personnel have the responsibility to report to work during authorized closings.**

### **Non-Essential Personnel**

In the event of an authorized closing, non-essential personnel will be paid for the authorized closing for which they were scheduled to work. If an employee's resignation is scheduled for the last day of pay period and that day becomes an authorized closing for the entire shift, then the employee is paid for that day. If an employee is scheduled to begin his or her day of employment on the first work day in a pay period and that day becomes an authorized closing for the entire shift, then the employee will be paid for that day and his or her effective date of employment will be considered as that day.

**Procedure Number:** 202

**Procedure Name:** Inclement Weather/Emergency Procedure

III. Procedure

When threatening conditions develop overnight, the Director of Police and Public Safety will advise the President by 5:00 a.m., so that a decision can be made in time to be communicated to the media for the 6:00 a.m. newscasts. When threatening conditions develop during the work day, the President will immediately advise the appropriate administrators so that a decision can be made in time to dismiss employees early, cancel evening activities, or both.

The Director of University Relations will contact each of the designated media outlets listed in the addendum to this procedure. (The listing includes radio and television stations of various formats, and is designed to ensure that the closing announcement reaches the University's diverse student and employee population). In the event that the Director of University Relations is unavailable, the Media Relations Coordinator will make the appropriate and necessary calls.

**Essential Personnel**

Essential personnel not reporting to work as scheduled must charge time missed to annual, sick, compensatory, overtime leave, or leave without pay as appropriate. When weather conditions create transportation difficulties that result in late arrival to work during an authorized closing, the employee will not be charged a loss in leave balance or in pay, if, in the judgement of the employee's supervisor, the lost time was influenced justifiably by weather conditions. If deemed necessary, corrective closing may be taken under the Standards of Conduct and Performance Policy. Essential personnel who had pre-approved leave with pay during an authorized closing will be charged leave for that day.

**Non-Essential Personnel**

Non-essential personnel on pre-approved leave with pay during an authorized closing will not be charged leave for that day. A non-essential employee who reports to work notwithstanding the authorized closing because the employee was not notified of the authorized closing shall be paid his or her regular rate of pay. He or she will not be credited with compensatory leave for time worked during an authorized closing unless the employee's supervisor decides that extenuating circumstances warrant the employee's receipt of compensatory leave.

PAGE 4

**Procedure Number:** 202

**Procedure Name:** Inclement Weather/Emergency Procedure

In the case of a partial shift closing, a non-essential employee will be paid for the period of the authorized closing that she or he was scheduled to work. To receive pay for the authorized closing for a partial shift, a non-essential employee must work all or part of the work schedule not affected by the authorized closing. The hours not worked prior to closing must be charged to personal leave without pay.

Non-essential personnel on pre-approved leave during an authorized partial shift closing will not have the hours of the authorized closing charged to his or her leave balances or leave without pay. The announcement of a closing will include the following information: personnel who should or should not report to work, notification of cancellation of classes or other activities, time schedules for reporting personnel, and early departure information, if applicable.

In cases of inclement weather or other emergencies requiring the University to officially suspend operation, directors, coordinators, or supervisors of special activities or events that may be on-going or planned for evening or weekends should contact the Director of University Relations at 804/524-5045 during normal operating hours.

**The Assistant to the President for Human Resources is responsible for the official interpretation of this policy.**

**\*\*NOTE:** These procedures are subject to change and modification by the Office of the President as necessary for the emergency situation.

**Procedure Number:** 202

**Procedure Name:** Inclement Weather/Emergency Procedure

### **DEFINITIONS**

**Authorized Closing**

The period University operations are officially suspended due to inclement weather, emergencies, or other periods designated by the University.

**Essential Personnel**

Employees whose responsibilities and duties are vital to the continuity of University operations and are required to report to work during authorized closings. Essential personnel are required to be notified of their status in writing by their supervisors.

**Non-Essential Personnel**

Employees who are not required to report to work during authorized closings. **For the purpose of identifications in media announcements, non-essential personnel will be identified as "state personnel."**

**Procedure Number:** 202

**Procedure Name:** Inclement Weather/Emergency Procedure

**NEWS MEDIA TO BE NOTIFIED BY DIRECTOR OR UNIVERSITY RELATIONS**

**Television Stations**

WTVR-TV	Channel 6	Richmond
WRIC-TV	Channel 8	Petersburg/Richmond
WWBT-TV	Channel 12	Richmond
WRLH	Channel 35	Richmond

**Radio Stations**

WVST-FM	91.3 FM	Virginia State University
WRVQ-FM	94.5 FM	Richmond
WSOJ-FM	100.3 FM	Petersburg
WPLZ-FM	99.3 FM	Richmond
WCDZ-FM	92.1 FM	Richmond
WCFV AM	1240 AM	Richmond
WRVA FM	1140 AM	Richmond

**University Switchboard**

804/524-5000

**University Security**

804/524-5411

APPROVED BY: \_\_\_\_\_  
President

DATE: \_\_\_\_\_