

**OFFICE OF ADMINISTRATION & FINANCE
ADMINISTRATIVE MEMORANDUM**



DATE: May 26, 2005

NUMBER: HR-06

TITLE: Inclement Weather Conditions

PURPOSE

This policy is established to define the University's plan concerning work for staff employees during severe weather conditions and/or other conditions beyond the control of the University that may affect University operations. In the event that severe weather conditions threaten to disrupt class and/or administrative office schedules, the primary concern will be the safety and welfare of the students, faculty and staff.

SCOPE

This policy applies to all staff employees of East Stroudsburg University.

POLICY

It is the intention of the University to remain open even under severe conditions. In the event that extreme weather conditions or an unusual event significantly disrupts transportation or causes suspension or closure of University operations, the University sets forth the following definitions and guidelines.

DEFINITIONS

Severe Weather

Severe weather is defined as floods, hurricanes or significant snow and/or ice storms.

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 for work missed if they choose to leave campus or not to report to work. The intent to use such leave must be reported and called in to the supervisor in accordance with University call-in procedures. Under conditions of liberal leave, all supervisors/department chairpersons will approve submitted leaves, assuming leave is available.

Delayed Opening

Delayed opening generally applies to the class schedule only, unless the announcement is accompanied with a "liberal leave" message. If there is no "liberal leave" announcement, employees should report to

work. If there is a “liberal leave” announcement, employees should report to work as soon as they are able, but not later than the delayed opening period.

Essential Employee

Employees who occupy positions that have been designated as essential will be required to report to work regardless of the status of the remainder of the University workforce if so directed. The following units or personnel are considered essential: **University Police, Utility Plant Operators, Groundskeepers, Equipment Operators, General Services, and Snow Removal team which includes some Volunteers.**

These individuals are expected to report for their scheduled shift in the event of a university delay in opening or closing. It is understood that unusual, unanticipated, or urgent circumstances may necessitate management designating additional essential personnel in certain situations.

PROCEDURE

1. The Vice President for Finance and Administration (or designee) will confer with designated individuals to ascertain conditions and evaluate potential difficulties. A recommendation will be made to the President.
2. Notification of delays, cancellations or university closings will be placed on the university wide phone system (570-422-3205 or 877-204-9800 if you are out of the local calling area) and online at www.esu.edu. Staff should not rely on media announcements.
3. If severe weather conditions exist prior to the start of the scheduled workday, a decision will be made no later than 6:00 a.m. Essential employees must remain and/or report to work, unless otherwise directed by their supervisor. All staff employees must report on time, remain at work or use liberal leave in accordance with the liberal leave guidelines.
4. If severe weather conditions persist during the scheduled workday, a decision may be made prior to or during the daily work schedule. Work schedules may be curtailed for the remainder of the day at a designated hour. Essential employees must remain and/or report to work, unless otherwise directed by their supervisor. All staff employees must report on time, remain at work or use liberal leave in accordance with the liberal leave guidelines.
5. In the event that the Governor declares a national, state or local emergency, the University may be closed. Essential employees must remain and/or report, unless otherwise directed by their supervisor. Other employees are not required to take leave or report to work. Any employee who had leave scheduled prior to the cancellation/delay will be charged for that leave.
6. In a weather emergency during the fall and spring semesters, the following units must remain open and available to provide services to residential students: **Facilities Management, Library, Administrative Computer Services, Academic Computer Services, Residence Life, Student Health Center, and, Koehler Fieldhouse.**

Managers within each of these units must determine what level of staffing is necessary to provide services to residential students.

This policy will become effective immediately.