



45.004: Inclement Weather Policy

Responsible Executive: Finance and Business

Responsible Office: Human Resources

Related Policy:

Approved-On Date: November 3, 1980

Effective Date: August 31, 1999

Revision Date: February 18, 2004

Policy Statement

Norfolk State University will authorize campus closings or delayed openings when hazardous weather conditions are predicted or occur that present a serious threat to the institution's safe and efficient operation and the well-being and safety of its students and employees.

Purpose

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

Procedures

I. Closing Decisions

- A. The Vice President for Finance and Business, in consultation with the Executive Vice President, is authorized to make the decision to close the University, delay opening or close early due to inclement weather. Deans, department heads, directors, supervisors and Vice Presidents are not authorized to make closing decisions in their areas of responsibility. The order of priority of individuals authorized to make the decision to close or delay opening the University is as follows, in consultation with the Executive Vice President:

1. Vice President for Finance and Business
2. Vice President for Academic Affairs
3. Vice President for Student Affairs
4. Vice President for University Advancement
5. Vice President for Research and Technology

- 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 5:30 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 Chief of Police and the Associate Vice President for Facilities Management will call the Vice President for Finance and Business and provide the following information by 5:00 a.m. (and during evening hours when hazardous weather conditions warrant): conditions of campus roads, parking lots and sidewalks; visibility; weather forecast; readiness level of grounds and maintenance operations, traffic and roadway conditions within the vicinity of the University and its off site locations.

- C. When hazardous weather conditions occur during regular business hours, a decision to close early will be made at the earliest possible time. A closing decision which affects evening classes should be made by 2:00 p.m. The Chief of Police and the Associate Vice President for Facilities Management will call the Vice President for Finance and Business and provide periodic updates on the hazardous weather conditions and conditions of campus roads, parking lots and sidewalks; visibility; weather forecast; readiness level of grounds and maintenance operations, traffic and roadway conditions within the vicinity of the University and its off site locations.

II. Types of Closing Decisions

- A. Whenever it is necessary to close or delay opening due to hazardous weather conditions, the closing decision will be for one day at a time. A new closing decision will be made each day and a new announcement will be issued for each succeeding day the University is affected by inclement weather.

- B. The University will observe one of the following types of closing decisions :

Closed: The University, including all departments, is closed; classes and all events are cancelled for that day and evening. Essential personnel are required to report on time for their regular work shift.

Delayed Opening : The University will open at a later time than the beginning of its regular business hours. Essential personnel are required to report on time for their regular work shift.

Early Closing : The University will close at a specific time that is earlier than the end of its regular business hours.

III. Announcement of Closing Decisions

- A. The Vice President for Finance and Business will communicate the closing decision to the Director of News and Media Relations and the University Police Department. The University Police Department will notify each Vice President of the closing decision. If the University is open when a closing decision is made, Vice Presidents are responsible for arrangements to communicate the closing decision to their employees through deans, department heads, directors and supervisors in their respective divisions.
- B. The Director of News and Media Relations is responsible for placing announcements with the appropriate media outlets including the campus radio station, website and local radio and television stations. These announcements will address closing decisions for the University's main campus and its off site locations (Tri-Cities Center, Virginia Beach Higher Education Center and Norfolk Naval Base). If the Director of News and Media Relations is not available, the Public Relations and Marketing Specialist will place the announcements. Media Advisories will include the specific time the University operations are affected by closing decisions and when essential personnel are to report to work. Media Advisories that address reopening the University will include a specific time.
- C. The Director of News and Media Relations will communicate the University's operations status to internal and external constituents through the following news media outlets:

Television

WTKR CH. 3	WTVZ CH. 33
WAVY CH. 10	WGNT CH.27
WVEC CH. 13	WCTY CH. 48 (Norfolk)
WVBT-TV FOX 43	
WHRO-TV 15	
LNC-TV 5	

Radio Stations

WNSB FM 91.1	WCMS FM 100.5/1050 AM
WLTY FM 95.7	WHRO FM 90.3
WTAR AM 850	WHRV FM 89.5
Metro Networks	WPCE AM 1400
WOWI FM 103 JAMZ	WNIS AM 790
WGH FM 97.3	WWDE FM 101.3
WSVY FM 107.7	WVKL FM 95.7
WNOR FM 98.7	WXEZ FM 94.1
WWSO FM 92.9	
WJCD FM 105.3	
WNVZ FM Z-104 104.5	

Newspapers

The Virginian-Pilot

The Newport News Daily Press

The Richmond Times-Dispatch

- D. The Director of News and Media Relations will use the following status codes for announcements of closing decisions to appropriate media outlets:
1. Closed; Essential Personnel Report on time
 2. ___ Hour Delay; Essential Personnel Report on time
 3. Evening Classes Cancelled
 4. All Events Cancelled
- E. In addition to contacting the news media outlets listed above, the Director of News and Media Relations or the Public Relations and Marketing Specialist will post announcements on the University's automated telephone information system (**SpartanLine**), News and Media Relations office telephone **voicemail**, NSU **message marquee** (if closing decision occurs during the workday), NSU main switchboard **voicemail**, the University's **website** and **SpartanNet** (Intranet).
- F. The University Operator is responsible for informing incoming callers to the switchboard of all University closing decisions and posting closing announcements prepared by the Director of News and Media Relations on the University's switchboard voicemail to notify early morning and evening callers of the University's operations status.
- G. The Director of News and Media Relations will notify the University Operator of the closing decision. The announcement of the University closing will include the following information:
1. Personnel who should or should not report to work
 2. Cancellation of classes (if applicable)
 3. Designated time for essential personnel to report to work if other than regular work shift
 4. Early closing (if applicable)

IV. Essential Personnel

1. Designation as Essential Personnel

1. When a closing decision is made, certain categories of employees, designated as "Essential 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. Each Vice President is responsible for preparing a list of employees designated as

“Essential Personnel” and providing the list annually to the Director of Human Resources by July 1.

2. Supervisors of essential personnel are responsible for informing their employees, in writing, of the designation as “Essential Personnel”, their assignment and the requirement to report to work on time for their regular work shift whenever the Inclement Weather Policy is 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 “Essential Personnel” status on an annual basis and informing new employees when they accept employment offers. Employees in departments and role titles listed in **Attachment A** are required to report to work.
2. Other categories of employees may occasionally be designated as “Essential Personnel” when circumstances require a change in status. Supervisors will notify the employee of this change in status as soon as practical.
3. Essential Personnel who fail to report to work may be subject to disciplinary action under the Standards of Conduct Policy, No. 1.60, and required to charge the missed hours to leave with or without pay, as appropriate.

V. Compensation

A. Full Shift Closings

1. Essential Personnel

- A. Essential Personnel are required to report to work during inclement weather closing(s). Essential Personnel who work on days of authorized closing(s) will be credited with compensatory/overtime leave for the hours worked during such closing(s). All overtime rules apply for work over 40 hours.
- B. Essential hourly/wage Personnel who are required to work will also be compensated with straight time and/or overtime payment.

2. Nonessential Personnel

- A. Employees absent due to an authorized closing for an entire shift will be paid for such absence. To qualify for such payment, employees must work the scheduled work day before the closing(s) and the scheduled work day after such closing(s) or work either of such days and be on approved leave for the work day.
- B. Employees absent the day before or the day after a closing may apply accumulated leave as appropriate to the day of closing(s) if eligible for such leave.

B. Partial Shift Closings

1. Essential Personnel

- A. Essential Personnel required to work during the period of partial closing will be credited with compensatory/overtime leave for hours worked during such periods. Other personnel required to work additional hours during the period of partial closing(s) will be compensated as provided in A. 1 and 2 above.

2. Nonessential Personnel

- A. When inclement weather conditions result in authorized changes in the work such as delayed openings or early closings, employees will be paid for such authorized absences. To qualify for such payments, employees must work all or part of the work schedule not affected by the authorized change.

C. Closings on Employee's Rest Day(s)

Employees, whose rest day (scheduled day off) occurs on a day when the University is closed due to inclement weather, will not be credited with compensatory leave.

D. Pre-approved Leave

All Essential and Nonessential 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.

VI. Transportation Difficulties

- A. In extreme cases of inclement weather and hazardous highway conditions, supervisors are responsible for contacting the University Police Department to transport essential personnel to their job site.
- B. When inclement weather conditions create transportation difficulties that result in late arrival of employees to work, such lost time need not be applied to leave balances nor should the employees otherwise experience loss of pay, if in the judgment of the immediate supervisor, such lost time was justifiable in view of weather conditions.

VII. Communication Difficulties

Employees other than “Essential 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 compensatory or overtime leave except in extenuating circumstances and upon the approval of the appropriate Vice President.

VIII. Coverage of Personnel

This policy applies to all University employees. Employee refers to an individual who works for the University in a full-time, part-time, contractual or temporary capacity such as administrative and professional faculty, teaching faculty, adjunct faculty, classified staff, wage, temporary agency and contract employees.

Attachment A

Department	Former Class Title	Role Title
Physical Plant		Associate Vice President for Facilities Management
Physical Plant		Director of Physical Plant
Physical Plant		Capital Outlay Manager
Physical Plant	Highway Equipment Repair Technician, Sr. Highway Equipment Repair Technician	Equipment Service and Repair Technician I
Physical Plant	Business Manager C	General Administration Manager I
Physical Plant	Buildings and Grounds Superintendent B	Trades Manager I
Physical Plant	Trades/Utilities Worker	Trades Technician I
Physical Plant	Plumber Steamfitter Assistant	Trades Technician II
Physical Plant	HVAC Installation & Repair Locksmith Locksmith Senior Carpenter Senior Carpenter Master Plasterer Painter Foreman Painter Leadman Painter Plumber/Steamfitter Lead Worker Plumber/Steamfitter Trades Utilities Senior Worker Electrician Supervisor Electrician	Trades Technician III
Physical Plant	HVAC Installation & Repair Senior Technician Carpenter Supervisor Landscape Supervisor Plumber/Steamfitter Supervisor	Trades Technician IV
Physical Plant	Safety Engineer Senior	Architect /Engineer I
Physical Plant	Storekeeper Senior	Store & Warehouse Specialist III
Residential Life/Housing		Director of Residential Life/Housing
Residential Life/Housing	Institutional Housing Manager	Program Administration Specialist I
Residential Life/Housing	Office Services Aide	Administrative Office Specialist I
Residential Life/Housing	Office Services Assistant	Administrative Office Specialist II (as required)
Residential Life/Housing	Residence Hall Coordinator	Administrative Office Specialist III
Residential Life/Housing	Program Support Technician	Administrative Office Specialist III (as required)
Residential Life/Housing	Carpenter Assistant	Trades Technician II
Human Resources		Director of Human Resources (as required)
Human Resources	Employment Manager Personnel Practices Specialist	Human Resources Manager I (as required)
Physical Plant		Associate Vice President for Facilities Management
Physical Plant		Director of Physical Plant
Physical Plant		Capital Outlay Manager
Physical Plant	Highway Equipment Repair Technician, Sr. Highway Equipment Repair Technician	Equipment Service and Repair Technician I
Physical Plant	Business Manager C	General Administration Manager I

Department	Former Class Title	Role Title
Physical Plant	Buildings and Grounds Superintendent B	Trades Manager I
Physical Plant	Trades/Utilities Worker	Trades Technician I
Physical Plant	Plumber Steamfitter Assistant	Trades Technician II
Physical Plant	HVAC Installation & Repair Locksmith Locksmith Senior Carpenter Senior Carpenter Master Plasterer Painter Foreman Painter Leadman Painter Plumber/Steamfitter Lead Worker Plumber/Steamfitter Trades Utilities Senior Worker Electrician Supervisor Electrician	Trades Technician III
Physical Plant	HVAC Installation & Repair Senior Technician Carpenter Supervisor Landscape Supervisor Plumber/Steamfitter Supervisor	Trades Technician IV
Physical Plant	Safety Engineer Senior	Architect /Engineer I
Physical Plant	Storekeeper Senior	Store & Warehouse Specialist III
Residential Life/Housing		Director of Residential Life/Housing
Residential Life/Housing	Institutional Housing Manager	Program Administration Specialist I
Residential Life/Housing	Office Services Aide	Administrative Office Specialist I
Residential Life/Housing	Office Services Assistant	Administrative Office Specialist II (as required)
Residential Life/Housing	Residence Hall Coordinator	Administrative Office Specialist III
Residential Life/Housing	Program Support Technician	Administrative Office Specialist III (as required)
Residential Life/Housing	Carpenter Assistant	Trades Technician II
Human Resources		Director of Human Resources (as required)
Human Resources	Employment Manager Personnel Practices Specialist	Human Resources Manager I (as required)
Human Resources	Personnel Analyst	Human Resources Analyst I (as required)
Human Resources	Human Resource Generalist Senior	Human Resource Analyst II
Human Resources	Human Resource Manager Senior	Human Resources Analyst III
Payroll	Accounting Manager	Financial Services Manager I (as required)
Payroll	Accountant	Financial Services Specialist I
WNSB	TV and Video Production Manager	Media Manager II
WNSB	Radio Production Specialist	Media Specialist III
Godwin Center	Godwin Center Director	Assistant Vice President for Student Affairs
Godwin Center	Recreation Supervisor B	Direct Services Associate III
University Police (per regular shift)	Police Lieutenants Police Investigator	Law Enforcement Manager I
University Police (per regular shift)	Security Officer Supervisor Security Officers	Security Officer III
Information Technology	Program Support Technician/Switchboard Operator	Administrative and Office Specialist III
Auxiliary Services		General Manager, Food Service