Policy Title: Inclement Weather
Policy Type: Presidential
Policy Number: #3 (2014)
Approved: 05/20/2015
Responsible Office: Human Resources
Responsible Executive: Associate Vice President for Human Resources
Applies to: University Community

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. The purpose of the policy is to establish procedures to close or cease portions of operations on-campus due to hazardous weather conditions and provide continuity of essential operations during inclement weather.

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DEFINITIONS
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 then the end of its regular business hours.

CONTACT(S)

Human Resources officially interprets this policy. The Vice President for Finance and Administration is responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) Creating and Maintaining Policies through the appropriate governance structures. Questions regarding this policy should be directed to Human Resources.

INCLEMENT WEATHER POLICY CONTENTS

I. Closing Decisions

A. The Vice President for Finance and Administration, in consultation with the President’s Executive Cabinet, 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 President’s Cabinet:

1. Vice President for Finance and Administration
2. Provost and Vice President for Academic Affairs
3. Vice President for Student Affairs
4. Vice President for University Advancement

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 decision 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 Administration 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 Administration 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 Administration will observe the closing decisions: close, delayed opening, or early closing.

III. Announcement of Closing Decisions

A. The Vice President for Finance and Administration will communicate the closing decision to the Director of Communications and Marketing 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, the Director of Communications and Marketing will post the announcement via email and via the current campus-wide mass notification system. The 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 Communications and Marketing 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 (Virginia Beach Higher Education Center and Norfolk Naval Base). If the Director of Communications and Marketing 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 also include a specific time.

C. The Director of Communications and Marketing 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 Communications and Marketing 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 Communications and Marketing or the Public Relations and Marketing Specialist will post announcements on the University’s Mass Communications System, the Communications and Marketing office telephone voicemail, NSU message marquee (if closing decision occurs during the workday), NSU main switchboard voicemail, and the University’s website and SpartanNet (Intranet).

F. The Director of Communications and Marketing will prepare and post on the University’s voicemail an announcement to notify early morning and evening callers of the University’s operations status.

G. The Director of Communications and Marketing will make the announcement of the University closing and 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

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 provide 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.

3. 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.

4. 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. 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.
VI. 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.

VII. 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.

PUBLICATION

The policy will be published on the Policy Library’s webpage.

REVIEW SCHEDULE

List the following:

- Next Scheduled Review: 05/20/2018
- Approval by, date: President, 05/20/2015
- Revision History: 11/03/1980, 08/31/1999, 02/18/2004, 05/20/2015, 03/13/2017
- Supersedes: Policy # 45.004

RELATED DOCUMENTS

1. Essential Personnel- ATTACHMENT A (attached to this document)

FORMS

There are no forms associated with this policy and procedures.
<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>ROLE TITLE</th>
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<tbody>
<tr>
<td>Facilities Management</td>
<td>Associate Vice President for Facilities (as needed)</td>
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<td></td>
<td>Director of Facilities</td>
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<td>Director of Capital Outlay</td>
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<td>Director of Administrative Services (as needed)</td>
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<td>Transportation Operator II</td>
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<td>Assistant Director of Fleet Management</td>
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<td>Director of Environmental and Safety</td>
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<td>Compliance/Safety Officer III (as needed)</td>
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<td>Compliance/Safety Officer IV (as needed)</td>
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<td>Trades Manager</td>
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<td>Trades Manager I (Work Management)</td>
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<td>Equipment Service &amp; Repair Technician</td>
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<td>Trades Technician I</td>
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<td>Trades Technician IV</td>
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<td>Store and Warehouse Specialist I</td>
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<td>Store and Warehouse Specialist III</td>
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<td>Housekeeping and Apparel Worker I</td>
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<td>Housekeeping and Apparel Manager</td>
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<td>Administrative Office Specialist III (Transportation Coordinator)</td>
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<td>Administrative Office Specialist II (Mailroom- as needed)</td>
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<td></td>
<td>Administrative Office Specialist III (Mailroom- as needed)</td>
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<tr>
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<td>Financial Services Specialist I (as needed)</td>
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