



Inclement Weather Policy

Policy Title: Inclement Weather Policy

Policy Type: Administrative

Policy Number: 10-13 (2022)

Approved: 02/03/2022

Responsible Office: Office of the President

Responsible Executive: President

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.

TABLE OF CONTENTS	PAGE NUMBER
Definitions.....	2
Contacts.....	2
Policy Contents	2
Education and Compliance.....	7
Publication	7
Review Schedule	7
Related Documents/Forms	7
Attachment	8

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 its regular business hours.

Essential Personnel: Essential employees are exempt and non-exempt employees who are required to work during an authorized closing because their positions have been designated as essential to agency operations during emergencies.

Non-Essential Personnel: Non-essential employees are those who are not required to work during an authorized closing because their position have not been designated as essential during emergency conditions.

CONTACT(S)

Human Resources officially interprets this policy. The Assistant Vice President, Human Resources and the Vice President for Operations and Chief Strategist 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.

POLICY CONTENTS

I. Closing Decisions

A. The President, 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. In the President's absence, the President's designee in consultation with other members of the President's Executive Cabinet, will be authorized to make the decision to close or delay opening the University. Members of the Cabinet that may serve as the President's designee include the following:

1. Provost and Vice President for Academic Affairs
2. Vice President for Finance and Administration
3. Vice President for Operations & Chief Strategist for Institutional Effectiveness
4. Vice President for Student Affairs

5. 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 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 President, the Vice President for Operations & Chief Strategist for Institutional Effectiveness, and the Vice President for Finance and Administration to 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 or cancel evening classes will be made at the earliest possible time. The Chief of Police and the Associate Vice President for Facilities Management will call the President, the Vice President for Operations & Chief Strategist for Institutional Effectiveness, and 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 President or designee will communicate the closing decision to the Assistant Vice President of Communications and Marketing and the University Police Department. If the University is open when a closing decision is made, the Assistant Vice President of Communications and Marketing will post the announcement via email and via the current campus-wide mass notification system. In addition, 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 Assistant Vice President of Communications and Marketing is responsible for placing announcements with the appropriate media outlets, including the campus radio station, website, 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 Assistant Vice President of Communications and Marketing is not available, the Senior Publications Manager will issue the announcements. Media Advisories will include the specific time the University operations are affected by closing decisions and when essential personnel report to work. Media Advisories that address reopening the University will also include a specific time.

- C. The Assistant Vice President 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 WHRO-TV 15	WCTY CH. 48 (Norfolk) WVBT-TV FOX 43
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 Assistant Vice President 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 Assistant Vice President 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 Assistant Vice President 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 Assistant Vice President 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 a 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 regular scheduled shifts and/or in excess of their normal scheduled shifts as required during inclement weather to ensure continuity of essential operations. Each Vice President or Responsible Executive is accountable for preparing a list of employees designated as "Essential Personnel" and



providing the list, annually, to the Assistant Vice President 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.” In addition, supervisors are responsible for informing essential personnel of their assignment and requirement to report to work on time for their regular work shift whenever hazardous weather conditions or any acts that may result from the University’s closure decisions.
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 possible.
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. 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.

VII. Compensation during Authorized Closing

Essential Personnel

- A. Exempt and non-exempt employees are paid their regular rate of pay for hours worked.



- B. Employees are granted compensatory leave for hours worked during authorized closings up to the maximum number of hours of their normal work shift.
- C. All hours worked in a workweek, including hours worked during an authorized closing, will be counted for purposes of determining if overtime pay is warranted for nonexempt employees.
- D. Hourly employees will be paid for actual hours worked during authorized closing.

Non-Essential Personnel

- A. Non-Essential personnel will be paid for the hours that he/she was scheduled to work during an authorized closing, if he/she worked or took paid leave the day before and the day after the authorized closing.
- B. Non-Essential personnel who have been on authorized pre-approved leave during the authorized closing will not be charged leave.
- C. All employees are required to adhere to the communication mediums during inclement weather events. Non-Essential personnel who report to work as normally scheduled, during the authorized closing, shall be paid the regular rate of pay for the time worked, but shall not be credited with compensatory leave, unless approved by the President or designee.

Partial Shift Closing

- A. Partial shift closing occur when the university opens later than standard business hours or closes earlier than standard business hours. Non-designated employees will be paid for the hours s/he was scheduled to work during an authorized closing if s/he worked or took paid leave (1) the day before and (2) the day after the authorized closing.
- B. Any scheduled hours not worked by a non-designated employee while the University was open shall be charged to personal leave or leave without pay.

EDUCATION AND COMPLIANCE

The Office of Human Resources shall make available to all employees the requirements of this policy. In addition, the policy will be listed on the website under Human Resources. To ensure conformity to the requirements of this policy, the Office of Human Resources will distribute annual reminders through Campus Announcements. Violations will be reported to the Office of Human Resources immediately upon disclosure or revelation.

PUBLICATION

This policy shall be widely published and distributed to the NSU community. To ensure timely publication and distribution thereof, the Responsible Office will make every effort to:

- Communicate the policy in writing, electronic or otherwise, to the NSU community within 14 days of approval.
- Submit the policy for inclusion in the Online Policy Library within 14 days of approval.
- Educate and train all stakeholders and appropriate audiences on the policy's content, as necessary. Failure to meet the publication requirements does not invalidate this policy.

REVIEW SCHEDULE

- Next Scheduled Review: 02/03/2025
- Approval by, date: President, 05/20/2015, 06/15/2018
- Revision History: 11/03/1980, 08/31/1999, 02/18/2004, 05/20/2015, 03/13/2017,10/9/2020, 02/02/2021, 02/03/22
- Supersedes: Policy # 45.004

RELATED DOCUMENTS

None.

FORMS

There are no forms associated with this policy and procedures.

The Responsible Executives or designee will provide a listing of essential personnel annually to the Office of Human Resources.