



## **INCLEMENT WEATHER POLICY**

**Policy Title:** Inclement Weather  
**Policy Type:** Administrative  
**Policy Number:** 10-13 (2018)  
**Approved:** 05/20/2015, 06/15/2018  
**Responsible Office:** Human Resources  
**Responsible Executive:** Chief of Staff  
**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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## INCLEMENT WEATHER POLICY

### 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.

**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 Chief of Staff 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 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



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- 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 Chief of Staff 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 Chief of Staff 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.



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- 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

WAVY CH. 10

WVEC CH. 13

WHRO-TV 15

LNC-TV 5

WTVZ CH. 33

WGNT CH.27

WCTY CH. 48 (Norfolk) WVBT-TV FOX 43

### Radio Stations

WNSB FM 91.1

WLTY FM 95.7

WTAR AM 850

Metro Networks

WOWI FM 103 JAMZ

WGH FM 97.3

WSVY FM 107.7

WNOR FM 98.7

WWSO FM 92.9

WJCD FM 105.3

WNVZ FM Z-104 104.5

WCMS FM 100.5/1050 AM

WHRO FM 90.3

WHRV FM 89.5

WPCE AM 1400

WNIS AM 790

WWDE FM 101.3

WVKL FM 95.7

WXEZ FM 94.1

### Newspapers

The Virginian-Pilot

The Newport News Daily Press

The Richmond Times-Dispatch



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- 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 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



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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. 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. Employee 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 non-exempt employees.
- D. Hourly employees will be paid for actual hours worked during authorized closing.



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### 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.

## PUBLICATION

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

## REVIEW SCHEDULE

- Next Scheduled Review: 05/20/2021
- 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
- Supersedes: Policy # 45.004

## RELATED DOCUMENTS

Essential Personnel - ATTACHMENT A (attached to this document)

## FORMS

There are no forms associated with this policy and procedures.



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### Attachment A

#### ESSENTIAL PERSONNEL

<b>DEPARTMENT</b>	<b>ROLE TITLE</b>
<b>Facilities Management</b>	Associate Vice President for Facilities
	Director of Facilities
	Director of Capital Planning
	Director of Administrative Services
	Director of Environmental and Safety
	University Architect
	Asst. Director Environment/Lab Manager
	Asst. Director Utilities & Building Maintenance
	Procurement Manager (as needed)
	Supervisor – Transportation Coordinator
	Chief Mechanic
	Transportation Operator I, II
	Compliance/Safety Officer I, II, III, IV
	Trades Manager
	Trades Manager I (Work Management)
	Equipment Service & Repair Technician
	Trades Technician I, II, III, IV
	Repair Technician I, II, III
	Store and Warehouse Specialist I, II, III
	Housekeeping/Apparel Worker I, II
	Housekeeping/Apparel Manager
	Financial Service Specialist – Accountant (as needed)
	Administrative Office Specialist I, II, III (as needed)
Administrative Office Specialist II, III (Mailroom-as needed)	
<b>Finance &amp; Administration</b>	Vice President for Finance & Administration
	Chief of Police, Deputy Chief
	Lieutenants, Sergeants, Police Officers, Dispatchers, & Security Officers
	Director of Auxiliary Services