

# Saint Joseph's College

## Policy Manual

### Human Resources

Section Name: The Work Environment

Section Number: 4.07

Effective Date: November 1, 2022

### SUBJECT: Inclement Weather and Emergency Conditions

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#### **Purpose:**

Inclement weather and emergency conditions arise from time to time. At a residential College, when routine operations are impacted as a result of such conditions, it is important for faculty and staff to understand when & where their attendance is expected in order to continue service to the students and fulfill the business needs of the College.

#### **Applicable to:**

Faculty and Staff

#### **Policy:**

In the event of inclement weather conditions, other natural or man-made emergencies, the SVP for Learning & Programs (primary) will make a decision to continue routine operations, or, if the weather is too severe, if classes should be canceled and administrative offices closed. If the SVP for Learning & Programs is not available to make the decision, the Dir. of Campus Safety & Emergency Preparedness (secondary) will serve in this capacity.

#### **Procedure:**

Upon being informed of inclement weather and emergency conditions, the SVP for Learning & Programs will make a decision as timely as possible with regards to classes and College operations. Situations that may warrant the implementation of an option below include a delayed start to the day, early releases, or entire days. Below are the options and definitions:

- **Routine Operations** - Depending upon the anticipation and timing of weather, routine College operations may proceed as usual. If this is the case, there will be no notification to inform employees. The expectation is employees will report to work in their usual manner.
- **Classes Canceled & Administrative Offices Closed** - There may be times where severe weather conditions may warrant classes to be canceled and the administrative offices to close. In such instances, on-campus classes would be canceled (including remote instruction) and the administrative offices would be closed (remote work/tele-work would be canceled).

## **Employee Expectations**

If severe weather conditions or other natural or man-made emergencies force any employee to be late for work, the employee shall contact their respective supervisor, inform the supervisor of the impending lateness, and state the expected time of arrival for work. If an employee decides they cannot travel to campus when the College is not officially closed, the supervisor must be notified. When the College is not officially closed, individual supervisors may release employees who request to leave early. In both these cases (late arrival or leaving early), paid time off (Earned Time or Maine Earned Paid Leave) will be used.

Staff who were previously scheduled and approved for paid time off or are out sick, shall report the paid time off for that period of time on their timecards regardless of any inclement weather conditions or emergency situations on campus.

- **Essential Employee Obligations**

Essential staff are expected to report to work on campus to fulfill their work duties in all options listed above. Compensation for essential personnel will be in effect during the applicable time period. If an essential employee is not able to report to work, all regularly scheduled hours will be covered by paid time off.

- **Non-essential Employee Obligations**

Non-essential employees are not expected to perform any regular work duties when classes are canceled and administrative offices are closed. Non-essential employees will be compensated for their regularly scheduled hours.

## **Announcement of Non-Routine Operations**

- **RAVE Emergency Alert System:**

In the event it becomes necessary to notify the Saint Joseph's College community of severe weather conditions, or other natural or man-made emergencies, notification will be sent using the RAVE emergency alert system. Brief and immediate instructions will be given and subsequent updates will be sent as necessary.

- **Area Radio and TV Stations:**

Area radio and TV stations will carry announcements of cancellation or delayed openings prior to the start of the workday.

- **Bulletin Board Telephone Line**

Students, faculty and staff may also call 893-3333. This line will serve as a community bulletin board and will carry cancellations, delayed starts and will be updated regularly throughout the severe weather and emergency related events.

To ensure that you receive timely notifications, we encourage all members of the campus community to regularly review and update their contact information (primary phone number and/or email address) within ADP. This information is transferred electronically to the RAVE emergency alert system every evening after regular business hours.