

Procedure No. 115: Emergency and Inclement Weather Closures

Procedure Number: 115 Effective Date: 07/01/97

Title: Emergency and Inclement

Weather Closures Revised: 02/06/17, 08/23/17, 8/3/18, 2/4/21, 12/11/23.

Approval Date: 07/01/97 President's Signature: On File

SCOPE

Staff, faculty, and students at West Liberty University.

I. EMERGENCY SITUATIONS

In the event that an emergency exists, the President in conjunction with local or state public safety officials, has the authority to comply with the emergency situation and close the institution. Such a declaration will be transmitted to the Chancellor of the Higher Education Policy Commission. The President, working with public safety officials, will determine when the emergency condition no longer exists.

II. INCLEMENT WEATHER

During periods when classes are in session, the decision to close the institution for any period of time due to weather is reached by the President's designees; the Provost in conference with the Vice President of Student Affairs and Enrollment Management. At other times, the decision is made by the President. During the period of the closure, only employees necessary for the continuance of vital services must report to work. Supervisors and department heads are to inform in advance those employees who will be required to come to, or to remain on, campus during such closures.

III. NOTIFICATIONS

If the institution closes, the Vice President of Student Affairs and Enrollment Management, or their designees will contact local radio and television stations and initiate the announcement through the alert system and WLU electronic mail. The announcement will specify the length of the closure. The class/work day will commence with the next scheduled class/work day following expiration of the closure. Instructors may utilize the learning management system or other tools as may be provided by the university to provide alternate instruction when in-seat classes are cancelled.

All university administrative heads, faculty, staff, and students are responsible for

checking for inclement weather/emergency closures.

IV. UTILITY SERVICE INTERRUPTIONS

When extended power and utility service interruptions occur, administrators should make arrangements for employees' usual work to be accomplished at alternate work locations, or make affected employees available for work in other appropriate areas of the University. If an administrator deems it advisable and the employee agrees, time off during the utility service interruption may be granted and charged against accumulated annual leave. Combination of the above alternatives may be necessary, but in all cases interruptions of work schedules must be dealt with in accordance with applicable laws, including West Virginia Code, Section 12-3-13. This law is interpreted to mean that if pay is associated with the absence from work, the absence must be charged to accumulated leave.

VI. DISASTER SERVICE VOLUNTEERS

Any state employee who is a certified disaster service volunteer of the American Red Cross may be granted leave with pay for up to fifteen (15) work days per year to participate in specialized relief services for the Red Cross. Any supervisor granting leave to an employee for purposes of participating in specialized disaster relief shall make a report to the governor which includes the name of the employee and the cost of salary and benefits of that employee during the period of leave.