

INSTITUTIONAL POLICY: GA - 23

CATEGORY: General Administration

SUBJECT: Emergency and Adverse Weather

EFFECTIVE DATE: February 1, 1990

LAST REVISION DATE: December 14, 2005

I. Introduction.

Extreme weather conditions or energy outages have resulted in disruption of normal operations at WVSOM on several occasions during past winters. Similar situations may occur in the future. With that possibility in mind, WVSOM has developed the following policy.

II. Class Cancellations and Reporting to Work

A. Reporting to Work.

Although it maybe necessary to suspend classes because of inclement weather or other problems on some occasions, offices will not be closed and all employees will be expected to report to work.

Individual employees, for whom it is appropriate, may in their best judgment determine the risk of travel to be too great and elect to remain at home. Those who do so should contact their respective supervisors and indicate they are (1) taking annual leave that day or (2) taking a day off without pay or (3) taking a floating holiday, if available, or (4) taking compensatory time, in the event compensatory time is owed them.

B. Class Cancellations.

1. All decisions on class cancellations will be authorized by the President, or his designee, and called in to the following stations:

WSLW - AM White Sulphur Springs

WRON - AM/FM Ronceverte

WKCJ - FM Lewisburg

The stations will be asked to repeat the announcement frequently from 6:00 p.m. to 9:00 a.m. as appropriate.

2. If the decision to cancel classes is made during the normal working day, when the classes are in session, it will be announced over the public address system and in the classroom.

C. Closure of a Building or Section.

1. In the event that a building, or a section of a building, is closed (because of heat loss, power outage, etc.) employees working in the affected area will be permitted to take their work to another area or building on campus. Or, in consultation with the supervisor, the employee may elect to take annual leave that day, take the day off without pay, take a floating holiday if available, or take compensatory time off.
2. In the event of an extreme situation (tornado, flood, ice storm, campus disturbance, etc.) and the employees' presence is not desired on campus, this information will be disseminated to the new media. A decision as to whether the missed time will be paid as working hours or chargeable to annual leave, compensatory time, or a non-pay situation will be determined by the President and communicated through supervisors on the first day normal campus operation is resumed.
3. Supervisors must take steps to ensure offices and/or work stations are open to employees at all times when those employees are expected to be at work, including inclement weather situations and other disruptive situations.