



## INSTITUTIONAL POLICY: GA-23

Category: General Administration  
Subject: Emergencies and Adverse Weather –  
~~Class Cancellations & Campus Closures~~  
Effective Date: ~~February 1, 2022~~  
Updated: N/A

### GA 23-1. Authority

- 1.1 W. Va. Code § 18B-1-6
- 1.2 W. Va. Code § 12-3-13

### GA 23-2. Purpose

The purpose of this policy is to set forth protocols for ~~class cancellations~~, campus closures, and related occurrences at the West Virginia School of Osteopathic Medicine (“WVSOM”) due to ~~emergencies and~~ adverse weather conditions and other emergencies.

### GA 23-3. ~~Cancellations and~~ Campus Closures

~~3.1 Cancellations are declared when WVSOM classes are cancelled for a specific period of time due to adverse weather or other unforeseen circumstance. If classes are cancelled, other events and activities scheduled during that same time will be cancelled as well, unless otherwise specified by WVSOM. During cancellations, offices will not be closed and all employees will be expected to report to work.~~

~~3.23.1~~ Campus closures are declared when all operations of conducted on WVSOM’s Lewisburg Main Campus are suspended, either for an entire day or for a specific period of time, due to adverse weather conditions or an declared other emergency or other unforeseen circumstance. WVSOM Statewide Campus sites may will be shut down independently of a WVSOM-Lewisburg Main Campus emergency closure.

~~3.33.2~~ Information regarding student course-work missed during a ~~cancellation or~~ campus closure may be found in WVSOM Institutional Policy E-07: Cancelled Class Policy.

### GA 23-4. Authorization of ~~Cancellations and~~ Campus Closures

- 4.1 All decisions on ~~cancellations~~ campus closures will be authorized and communicated by the President or his/her designee.
- ~~4.2 Authorization for campus closures will be at the discretion of the President or his/her designee in consultation with local, state, or federal public safety officials.~~

4.34.2 The Governor of West Virginia has the authority to close any State building. WVSOM will comply with any directive from the Governor's Office concerning campus closures. A State of Emergency as declared by the Governor does not automatically apply to WVSOM.

## **GA 23-5. Notification of ~~Cancellation or~~ Campus Closure**

5.1 Official notification of campus closures will be distributed through the WVSOM Emergency Notification System via a combination of communication methods, including text and email. All WVSOM students and employees are automatically registered to receive alerts through the WVSOM Emergency Notification System. Notification may be posted on the WVSOM website home page at [www.wvsom.edu](http://www.wvsom.edu) and communicated by local media outlets, but the official announcement will be those messages that are shared directly by the institution. ~~If the decision to cancel classes is made during the normal working day, when classes are in session, the decision will be announced over the WVSOM Emergency Notification System, in the classroom, and/or by other available means.~~

5.2 A color-coded system will be used to communicate any operating status announcements regarding campus closures.

### 5.2.1 Code Green: Resume Normal Operations

- a. All classes, services, and activities will be operating as normal.
- b. Buildings will open and close on their regular schedule.

### 5.2.2 Code Yellow: Delayed Opening or Early Closure

- a. For delayed openings, buildings will be closed and all operations will be suspended during the time specified in the notification. Employees and students may enter buildings beginning thirty (30) minutes prior to the end of the specified delay. Access to buildings prior to that time is restricted to essential employees who are required to work during Code Yellow emergencies.
- b. For early closures, buildings will close and all operations will be suspended during the time specified in the notification. Employees and students must leave campus within thirty (30) minutes after the specified time for early closures. Access to buildings after that time is restricted to essential employees who are required to work during Code Yellow emergencies.

### 5.2.3 Code Purple: Fully Remote

- a. Buildings and operations will be conducted remotely. Classes and services will occur online.
- b. Access to buildings is restricted to essential employees who are required to work during Code Purple emergencies.

### 5.2.4 Code Red: Closed

- a. WVSOM Lewisburg Main Campus is closed for the day. All classes, events, and services are cancelled.
- ~~a.~~b. Access to buildings is restricted to essential employees who are required to work during Code Red emergencies.

- 5.2 ~~Notification of decisions for all other cancellations and campus closures will be made, as appropriate, via:~~
- 5.2.1 ~~A campus-wide email;~~
  - 5.2.2 ~~The WVSOM Emergency Notification System; and/or~~
  - 5.2.3 ~~Local radio and television stations.~~
- 5.3 In most cases, campus closure notification ~~should~~ will be announced ~~the evening prior to a closure, but in all cases by no later than 67:00 a.m. on the day of closure.~~

**GA 23-6. Employee Management During ~~Cancellations and Campus Closures~~ Emergencies and Adverse Weather**

- 6.1 Utility Service and Facilities Disruption. When extended power and utility service interruptions occur or work facilities are not available for other reasons, employees working in the affected area may be asked to perform their duties in alternate work locations, including remote work. In the alternative and with specific supervisor approval, time off may be granted and charged against an employee's accumulated annual leave, compensatory time, or floating holiday hours. Time lost from work may also be made up in the same work week at the discretion of the employee's supervisor. Employees who have no accumulated leave must be removed from the payroll for the applicable time period. Sick leave may not be charged for absence due to utility service or facilities disruption. ~~In the event that a building or a section of a building is closed because of heat loss, power outage, or other reason, employees working in the affected area will be permitted to take their work to another area or building on campus or, with supervisor approval, work remotely. In the alternative, in consultation with and approval by 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. 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 during inclement weather and other disruptive situations.~~
- 6.2 ~~During utility service disruption, emergency situations, or inclement weather, employees may be asked to perform their duties in alternate work locations. Employees that opt not to work in an alternate location and who have received approval by their supervisor must take accumulated annual leave, accumulated compensatory time, floating holiday time or the employee must be removed from the payroll for the time in question. Time lost from work may be made up in the same work week at the discretion of the employee's supervisor.~~
- 6.2.16.1.1 ~~\_\_\_\_\_~~ If an employee is working remotely ~~via telework~~ and the employee's electric or internet service is interrupted during the workday, the employee ~~must~~ may work on an alternative assignment, move to an alternative work location, or utilize leave as outlined in Section 6.21 above.
- 6.2.26.1.2 ~~\_\_\_\_\_~~ ~~Combinations of the alternatives set forth in Section 6.2 may be necessary,~~ but i ~~n all cases,~~ interruptions of work schedules must be handled in accordance with WVSOM policies, procedures and handbooks, and applicable laws, including West Virginia Code § 12-3-13.

~~6.3 In the event of an extreme situation (tornado, flood, ice storm, campus disturbance, etc.) and the employees' presence is not required on campus, notification will be disseminated via campus-wide email, the WVSOM Emergency Notification System, and/or available news 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.~~ Adverse Weather Without Campus Closure. In the event of adverse weather, ~~Individual employees; for whom it is appropriate,~~ may in their best judgment determine the risk of travel to campus to be too great and elect to remain at home or leave campus early. Those who do so ~~should~~ must contact their respective supervisors and request approval to work remotely or take leave in accordance with WVSOM Institutional Policy PE-03: Institutional Holidays and Employee Leave, as outlined in Section 6.2.

~~6.4.6.2 WVSOM operations may be shut down in total or in part because of any circumstance which threatens the health or safety of employees and/or students, such as extreme inclement weather and facility shutdowns. When WVSOM closes due to a declared emergency, all employees required to work shall be compensated.~~

~~6.4.16.2.1 All full-time regular employees are eligible for regular pay for work time lost because of a declared emergency. Work time lost will be considered regular work time for pay purposes and will not require time charged to accrued leave and will not require that the hours be made up.~~

~~6.2.2 When operational needs require a non-exempt, regular employee to work during a WVSOM declared emergency, in addition to regular pay the employee will receive compensation in either compensatory time off or pay at the rate of time and one-half for the actual hours worked during the declared emergency period.~~

~~6.4.2 Exempt employees that work during a declared emergency period receive compensatory time off on an hour for hour basis up to 7.5 hours per day. Statewide Campus employees or any other WVSOM employees who are working in an alternate location, as approved by their supervisor, or at WVSOM during a WVSOM declared emergency closure will be compensated as stated in this policy.~~

~~6.5.6.3 Emergency Situations-Campus Closure.~~ In the event ~~that of~~ an emergency ~~exists~~, the President, in conjunction with local or state public safety officials, has the authority to address the emergency situation and close WVSOM. ~~Such a declaration will be transmitted to the Chancellor of the West Virginia Higher Education Policy Commission.~~ The President, working with public safety officials, will determine when the emergency condition no longer exists.

~~6.3.1 All full-time regular employees are eligible for regular pay for work time lost due to a campus closure. Work time lost will be considered regular work time for pay purposes and will not require time charged to accrued leave and will not require that the hours be made up.~~

~~6.5.16.3.2 During a campus closure, employees designated as essential may be required to remain on campus or to report to campus to protect, recover and continue operations at WVSOM. Should the President or his/her designee require an employee to work during a declared emergency, the employee's time worked~~ All employees

required to work during a campus closure shall be compensated in accordance with WVSOM Institutional Policy PE-03: Institutional Holidays and Employee Leave. If approved, the employee may be permitted to work at an alternate primary work location or work remotely.

~~6.5.26.3.3~~ Delayed openings and early closures are forms of campus closures. Therefore, employees are not expected to work remotely during these time periods ~~Work time lost by any employee during a declared emergency will be considered regular work time for pay purposes and will not require that the time be charged to the employee's annual leave and will not require that the time be made up.~~

#### 6.4 Telework Employees.

6.4.1 Telework employees are designated as essential. During a campus closure, telework employees are required to work at their alternate location. They may be required to report to work on-campus to protect, recover and continue operations at WVSOM.

6.4.2 Telework employees who experience utility disruptions at their alternate work location during the work day must change locations or utilize leave as outlined in Section 6.1 above. Sick leave may not be charged for absence due to utility service interruption.