



Kutztown University Policy GEN-003

Weather-Related Schedules

A. Purpose

The purpose of this policy is to address the issue of opening and closing the university because of weather-related problems.

B. Scope

This policy applies to the process of opening and closing the university for weather-related problems and the impact of those decisions on the various university constituencies.

C. Definition(s)

Category 1: THE UNIVERSITY IS CLOSED

In dangerous or extreme weather conditions the university will be closed. This means that all classes and events, whether sponsored by the university or by non-university organizations, are suspended, and that all university offices are closed. Only essential employees must remain and/or report, unless otherwise directed. Except in the rare case of multiple consecutive full day closings, other employees are not required to take leave.

Following the President's decision, his designee will immediately inform the appropriate outlets to disseminate the information to students, faculty/staff, and the general public.

Cabinet members will initiate methods in place (phone trees, etc.) to inform the employees under their direction. Updates will be issued if the weather affects more than one class/administrative office day.

Category 2: CLASSES CANCELED/SEVERE WEATHER LEAVE

This decision will be made prior to or during the class and/or administrative office schedule. If the class schedule has begun, classes may be curtailed for the remainder of the day at a designated hour including evening classes. Essential employees must remain and/or report, unless otherwise directed, and all offices are open. All staff employees must report on time, remain at work or utilize severe weather leave.

All other programs and events whether sponsored by the University or non-university organizations are also suspended.

In severe weather conditions, safety is foremost. Each individual non-essential employee will have factors unique to his/her situation and must decide if travel in inclement weather is appropriate. However, non-essential employees must inform their supervisor/department chairperson of their decision to remain at home and must take appropriate leave.

Category 3: **KUTZTOWN UNIVERSITY, CLASSES BEGIN AT ____/SEVERE WEATHER LEAVE.**

If the classes and/or administrative office day have yet to begin, a delayed class schedule may be put into effect. Essential employees must report at regular time, unless otherwise directed. All staff employees must report on time or use severe weather leave.

D. Policy & Procedure(s)

1. Authority

The decision to cancel, close, delay openings, or close early is made by the president of the university in consultation with the provost and a designated vice president. When the president is not available to decide, the provost makes the decision in consultation with the designated vice president.

2. Communication

The president's designee personally notifies other members of the cabinet, and then notifies the university's internal and external publics of the decision in the following ways: by causing a message to be placed on the university emergency telephone line, and by notifying all radio and television stations in the Lehigh Valley, Reading, and adjacent areas which routinely announce cancellations or delays.

3. Timeliness of Communication

When possible, the message is placed on the university emergency line, and is communicated to the media by 5:30 a.m. for changes that would affect the normal 8:00 a.m. opening, and by 2:00 p.m., for changes that would affect evening schedules.

4. Conditions for Employees Unable to Report for Work

Unless there is an announcement that the university is closed, non-instructional employees are expected to report for work. When an employee is unable to do so, that

person must notify his or her supervisor. In such instances the employee will use vacation, personal time, or compensatory time for the missed work hours.

5. Camps and Conferences

Camps and Conference programs at Kutztown University are governed by the regulations in categories 1, 2, 3, and 4, above. Appropriate sections of these regulations will be included in all camps and conferences contracts.

6. Conditions for KU Classes and Programs held Off- Campus

Regulations in categories 1, 2, 3, and 4 apply to classes and programs sponsored by the University at off-campus sites within the region.

7. Conditions for Students at Off-Campus Locations

University students assigned to off-campus locations for internships or student teaching must contact their employer/supervisor about whether or not to report for work.

8. Effect of Bargaining Agreements and Management Directives

The guidelines and definitions included in this policy do not supersede any present or future collective bargaining agreements or management directives.

E. Effective Date

1994
Revised August 2006
Reviewed 8/2007
Reviewed 8/2010
Reviewed, 8/2012

F. Endorsed By

Administrative Council