

OFFICE CLOSINGS: INCLEMENT WEATHER/EMERGENCIES

POLICY

It is the policy of Radford University to provide coverage for essential services and pay continuity to classified employees for absences which may result in the event of the partial operation of the university due to extreme weather conditions or other emergencies such as fire, utility failure or other forced evacuations. The intent of this policy is to ensure that all classified employees receive reasonable and equitable treatment for absences due to classes being canceled and administrative offices being closed.

PROCEDURES

I. CLOSING DECISIONS

Decisions to implement this policy will be made by the President (or designee). Due to the large number of students housed on campus, the institution will never completely close. Certain support services will be continued regardless of an authorized closing.

II. DESIGNATED POSITIONS

Because the University never completely closes, some classified positions have been designated to provide support services for the University community. These designated positions for purposes of this policy are identified on Attachment I.

III. REQUIREMENTS FOR OTHER EMPLOYEES

Classified Staff who are not considered designated for purposes of this policy are not required to work during an authorized closing. Unless an exception is granted by the appropriate supervisor, compensatory time will not be granted to individuals who voluntarily work or who come to work as a result of not hearing the announcement of the closing.

Wage employees are not subject to the Personnel Act but may work in designated positions under this policy. Wage employees required to work will be paid for all hours worked and will not be eligible for compensatory leave.

IV. COMPENSATION FOR DESIGNATED AND NON-DESIGNATED PERSONNEL

- A. Employees in the positions identified as designated in Attachment I are required to work during such authorized closings. Designated classified personnel will be credited with hour-for-hour compensatory time for the hours worked during an authorized closing. Designated employees who do not report to work as scheduled must charge time missed to their leave balances or leave without pay as appropriate.
- B. Non-designated employees called in to work will be treated as designated personnel.
- C. Non-designated employees who are on paid leave on the day of an authorized closing will have the hours of the closing applied to this policy and not their leave balances.
- D. Designated employees will be considered non-designated while on short-term disability under the VSDP.
- E. Non-designated employees who are on short-term disability under the VSDP will continue to receive their percentage of compensation based on the benefits provided under VSDP.
- F. Designated employees required to work in excess of the hours in their normally scheduled shift will be compensated in accordance with the Fair Labor Standards Act for excess time worked provided they are in a non-exempt position.

V. ALL DAY CLOSINGS

- A. To be eligible for pay, non-designated employees must work or be on paid leave the work day before and the work day after the authorized closing.
- B. The policy for closing due to inclement weather will normally be in force only when daytime classes have been canceled. If the announcement is made prior to 11 p.m. the evening before the closing, the policy will normally be in force from 11 p.m. that evening to 6 a.m. the day following the closing. If the announcement is made in the morning of the day classes are canceled, the policy will normally be in force from 6 a.m. the day of the closing to 6 a.m. the day following the closing.

VI. PARTIAL SHIFT CLOSINGS

- A. When conditions result in authorized changes in work schedules, such as late openings or early closings, employees will be paid for such authorized absences if they work all or part of the work schedule not affected by the authorized change.
- B. If the announcement to open late is made prior to 11 p.m. the evening before the late opening, the policy will normally be in force from 11 p.m. until the time the University opens. If the announcement is made in the morning of the late opening, the policy will normally be in force from 6 a.m. until the time the University opens.

- C. On those days when the University opens late, hours worked will be the number of hours between the time the University opens and the time that the employee leaves, minus any leave time taken off during that period, i.e., lunch, paid leave, etc.
- D. On those days when the University closes early and does not open late the following day, the inclement weather policy will be in force until 6 a.m. the day after the early closing or until 5 p.m. the same day if night classes are held.
- E. When the University closes early and opens late the following day, the inclement weather policy will be in force from the time of the early closing to the time of the late opening the next day.
- F. When the University closes early and is also closed all day the following day, the policy will be in force until 6 a.m. on the day following the all-day closing or until 5 p.m. on the day of the all-day closing if night classes are held that day.
- G. When night classes are canceled but day classes are held, the policy will not be in force.
- H. Under unusual circumstances, the President (or designee) may alter these times as appropriate based on existing conditions.

VII. CLOSINGS ON EMPLOYEE'S REST DAY

Employees whose scheduled day off falls on a day when the University is closed will not be credited with compensatory time.

VIII. CLOSINGS ON EMPLOYEE'S FIRST OR LAST DAY OF EMPLOYMENT

- A. Non-designated employees scheduled to begin work on an authorized closing day will receive pay for that day if they work the entire day following the authorized closing.
- B. If employees are designated, they are required to work their shift. Their appointment will be effective only if they actually work their shift. If they do not report to work, their appointment will be effective the first day they actually report to work.
- C. When an employee's scheduled resignation date becomes an authorized closing for the entire shift, the employee will be paid for that day if s/he worked or was on paid leave the day before the authorized closing.

IX. LATE ARRIVALS AND EARLY DEPARTURE

- A. On a day when the University does not close, time missed from work due to a late arrival will be charged to leave balances or leave without pay. A Vice President may grant an exception for employees in his/her area, if he/she believes the lost time was justifiable in view of the conditions.
- B. Employees who are allowed to leave work prior to an announcement of an early closing must charge the difference between that time and the official closing time to their leave balances or leave without pay.
- C. Employees who are allowed to leave work prior to the end of their shift on a day the University does not close early must charge the time missed to their leave balances or leave without pay.

X. ANNOUNCEMENT OF CLOSING

If the President (or designee) authorizes an all day closing, the following announcement will be made by the Office of University Relations:

"Radford University classes are canceled and administrative offices are closed."

The announcement will be made on the following radio and TV stations at a minimum:

K92 Radio (Roanoke)	WPSK Radio (Pulaski)
WBLB Radio (Pulaski)	WPVR/WFIR Radio (Roanoke)
WBRW Radio (Radford)	WRAD Radio (Radford)
WBXW Radio (Radford)	WROV Radio (Roanoke)
WDBJ TV (Roanoke)	WSLC-WSLQ Radio (Roanoke)
WFMV Radio (Roanoke)	WSLS TV (Roanoke)
WFNR Radio (Christiansburg)	WVBE (Vibe 100) Radio (Roanoke/Lynchburg)
WFNR-FM Radio (Radford)	WVRU Radio (Radford)
WJJS/WJXJ Radio (Roanoke)	WVTF Radio (Roanoke)
WMGR/WMJA Radio (Roanoke)	WYYD Radio (Roanoke)
WMGR/WVGM Radio (Roanoke)	

If employees cannot access radio or TV announcements, or to verify unclear information, they should call the University switchboard at 831-5000. The switchboard will begin updating the message at 6 a.m. on those days when inclement weather may be a factor.

The announcement will also be posted on the University's Home Page under the heading "Closing Announcement" and will be linked to full details about the closing notice. The notice will be posted immediately upon final authorization.

Decisions to close for partial days and the scope of the closing will be communicated to those employees at work by the President through the administrative staff.

XI. DISSEMINATION OF THE POLICY

Information regarding this policy will be included in the *Classified Employee Handbook*. The policy will also be communicated by the position supervisor to a new employee during orientation to the job and is disseminated annually along with the list of designated positions.

DESIGNATED POSITIONS IN THE EVENT OF INCLEMENT WEATHER/EMERGENCIES

If not all positions in a role are designated to work, those designated are identified by position number.

DEDMON CENTER

Administrative and Office Specialist III

Building Manager (00380, 00433)
Operations & Scheduling Manager (00460)
Pool Manager (00476)
Recreation Supervisor (00066, 00554, 00562)

Housekeeping and Apparel Services Worker I

DINING SERVICES

Food Service Manager I

Food Service Manager II

Food Service Technician I

Food Service Technician II

Food Service Technician III

FACILITIES MANAGEMENT

Administrative & Office Specialist II

Customer Services Specialist (00207)

Administrative & Office Specialist III

Customer Services Specialist (00024)

Gen Admin Supv I/Coord I

Administrative Services Manager (00598)

Architect/Engineer I

Building Automation Engineer (00360)

Equipment Service and Repair Technician I

Housekeeping and Apparel Services Manager I

Housekeeping and Apparel Services Worker I

Housekeeping and Apparel Services Worker II

Trades Manager I

Trades Technician I

Trades Technician II

Trades Technician III

Trades Technician IV

Transportation Operator I

Transportation Operator II

Commercial Vehicle Operator (00222)

Utility Plant Manager I

Utility Plant Specialist II

Store/Warehouse Specialist II

Storekeeper Assistant (00314)

Store/Warehouse Specialist III

Material Exped & Storeroom Manager (00473)

Wage Positions

Trades Technician I

Trades Technician II

STUDENT ACTIVITIES (Hurlburt Student Center)

Administrative and Office Specialist III

Student Activities Building Operations Manager (00448)

Evening/Weekends Operations Manager (00447)

UNIVERSITY RELATIONS

Public Relations and Marketing Manager III

Director (00120)

TV/RADIO COMMUNICATION SERVICES

Media Specialist III

WVRU Operations Director (00502)

UNIVERSITY POLICE

Emergency Coordinator I

Law Enforcement Officer I

Law Enforcement Officer II

Sergeant (00177, 00316, 00385)

Wage Positions

Security Officer III