

### **Work Responsibility During Inclement Weather**

The Wheaton experience for students centers on the academic mission of our college but also includes the many other services and programs provided as part of residential community life. Since Wheaton is primarily a residential college it is important to maintain these scheduled services. Therefore, the college's operations will normally continue unless the college determines that the weather conditions are so serious that the college should close. Below you will find the policies that govern situations when the college remains open, delays opening, or is closed due to serious weather conditions.

#### ***College remains open/individual chooses not to work***

We recognize that some employees may be absent, arrive late, or leave early due to weather conditions when the college is open.

Members of the staff must discuss the circumstances with their supervisors. If the supervisor approves, staff members may elect to use earned personal or vacation time, or, if time used is half a day or less, may (with the further approval of the supervisor), make up the time within a month. If a staff member does not use vacation or personal time and chooses to not make up the time, the hours scheduled but not worked will not be paid. Supervisors are responsible for coordinating schedules so that services will continue in those departments that provide essential services.

Members of the faculty should refer to the Teaching Responsibility section noted below if they are unable to teach and the college is open.

#### ***College delays opening or closes***

A decision may be made to delay opening or temporarily suspend or close the operations of certain offices; however, other functions essential to student life and safety will continue. Those departments required to remain open and the level of staffing needed will depend upon the type and severity of the situation, and whether students or others are present on campus. Generally, Public Safety, Physical Plant, Student Life and Dining Services provide essential services and will be required to work. When the college is in session efforts should be made to keep the Madeleine Clark Wallace Library open. Other services may be essential dependent upon the nature, scope and timing of the situation. Questions about specific operations should be referred to your supervisor.

Members of the faculty should refer to the Teaching Responsibility section noted below if they are unable to get to campus to teach.

### ***How to Learn of the College's Status (open, delayed opening, closed)***

Members of the faculty and staff are responsible for learning whether the college is open, closed or opening is delayed, and may learn this in the following ways:

#### ***During the Work Day (Monday – Friday)***

1. Ask your supervisor.
2. Call the college announcement line, (508) 286-8285.
3. Check e-mail for a listserv message.
4. Visit the college website home page, <http://www.wheatoncollege.edu> for an announcement.
5. Call Human Resources, extension 8206.

#### ***During Evening, Weekend or Early Morning Hours***

1. Call the college announcement line, (508) 286-8285.
2. Visit the college website home page, <http://www.wheatoncollege.edu> for an announcement.

### ***How the Decision is Made to Remain Open, Delay Opening or Suspend/Close Certain Operations***

The decision to remain open, delay opening or suspend/close certain operations of the college will be made in the following way:

#### ***Assignment and Person(s) Responsible***

1. Monitor prevailing conditions and local weather reports. Inform Vice President for Finance and Operations. (Director of Physical Plant in consultation with Public Safety and Physical Plant Senior Managers.)
2. Make decision about status of college operations. (Vice President for Finance and Operations in consultation with the President, Vice President for Student Affairs/Dean of Students and Provost.)
3. Inform College Officers and Director of Human Resources. (Vice President for Finance and Operations)
4. Place announcement on the college announcement line (Director of Human Resources) and notify AVP, Communications so announcement can be placed on college website. If during the day, Monday – Friday, send e-mail message via college listservs (Assistant Vice President, Communications or Director of HR).

**Of Special Interest to Members of the Faculty:**

*Teaching Responsibility During Inclement Weather and Other Emergencies*

We expect that members of the faculty will teach when the college is in session. If inclement weather makes it impossible for you to hold class, you must notify your students through onCourse. Please notify your students that this is the procedure that will be used to contact them if a weather emergency occurs.

If you have general questions about the Inclement Weather policy, please contact Human Resources. Questions about teaching responsibility during inclement weather and other emergencies should be addressed to the Provost's Office.

**Of Special Interest to Members of the Staff:**

For pay purposes, the decision to delay opening or suspend certain operations will be treated as shown below. These procedures apply to both monthly and biweekly-paid members of the staff unless otherwise noted. Questions about specific situations should be referred to Human Resources.

<b>Situation</b>	<b>Pay Status</b>
<ul style="list-style-type: none"><li>• Employee reports to work and is sent home, or college delays opening.</li></ul>	Portion of the day the college is closed will be treated as Special Closing, which means that hours scheduled but not worked will be paid.
<ul style="list-style-type: none"><li>• Employee is advised through the college announcement line or website that the college has suspended operations, and employee does not report to work (not an "essential" employee).</li></ul>	Treated as Special Closing, which means that hours scheduled but not worked will be paid.
<ul style="list-style-type: none"><li>• Employee is out ill, on vacation or had arranged to take a personal day.</li></ul>	Employee will be paid for available sick, vacation or personal time, as appropriate, but not for Special Closing pay.
<ul style="list-style-type: none"><li>• Employee is either required to report for work or reports to work and is required by the supervisor to stay during closing.</li></ul>	Biweekly employees receive double time for hours worked during the remainder of the shift.

If you have questions about this policy, please contact Human Resources.