POLICY TITLE | Closing the College Due to Inclement Weather Policy and Procedures
---|---
No. 401 | 
Effective Date | February 13, 2017

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1. STATEMENT OF POLICY

The President, or in the President’s absence the Provost or Vice President of Finance and Administration, may close Westminster College during normal working hours due to hazardous weather conditions, emergencies, or other special circumstances. Closure is expected to be infrequent and consideration must always be given to maintaining appropriate service levels in departments that provide critical services to the college community.

2. TO WHOM THIS POLICY APPLIES

This policy applies to all members of the Westminster College community – trustees, faculty, staff, and students – and to any individual or group sponsoring an event occurring on property owned or controlled by the college.

3. APPLICABLE PROCEDURES UNDER THIS POLICY

When the college considers closing during regular operating hours, the following procedures shall be followed:

A. If weather/road conditions develop which may result in extreme safety hazards to employees and students, the Campus Patrol Officer on duty and the Director of Plant Operations shall
assess road, parking lot, and sidewalk conditions on campus, and road conditions in the metro Salt Lake and adjoining areas.

B. By 5:30 a.m. and by 2:30 p.m. the Managing Director of Plant Operations shall provide the Provost and Vice President of Finance and Administration with a recommended course of action.

C. If, after evaluating the recommendations of the Director of Plant Operations, the Provost, and Vice President of Finance and Administration conclude that the college should be closed, either will so advise the President; and then either will advise the Executive Director of Integrated Marketing and Communications, who will be responsible for disseminating the information through the Westminster Emergency Notification System and to the news media no later than 6:00 a.m. for day classes and 3:00 p.m. for evening classes. Ordinarily the college will be closed for short periods of time. Campus conditions will be periodically reevaluated and the closure may extend if conditions warrant.

D. Should extreme weather conditions develop during the day, the Provost and Vice President of Finance and Administration will evaluate the conditions and recommend to the President whether or not the college should be closed. If it is decided to close:
   1. Personnel and students at work will be notified through the Westminster Emergency Notification System and the news media.
   2. Personnel not on campus, but deemed essential, will be notified through supervisory channels.
   3. The Provost and Vice President of Finance and Administration will consult about closure of night class facilities. By 3:00 p.m., announcements relating to night classes should be made through the Westminster Emergency Notification System and the news media by the Executive Director of Integrated Marketing and Communications.

E. If emergencies or special situations (other than weather conditions) arise overnight or during the work day, the same procedure set forth in paragraphs C and D will be followed.

F. Departments which provide critical services, such as Campus Patrol, Plant Operations, and Food Service will develop a departmental plan consistent with these procedures which will be in effect during a college closure.

G. During any closure, emergency and critical support staff previously identified should contact their supervisor for instructions. Their services may be required despite weather or other emergency conditions.

H. Any employee who is on the job at the time the college is officially closed may leave the campus if his/her services are not required.
   1. Employees will be expected to contact their supervisors or college officials to determine if their services are required before leaving campus.

I. Staff will be paid at their regular rate of pay for hours scheduled but not worked during the time the college is closed due to emergency conditions. In the case of a delayed opening or
an early closing, pay as described above may only be received by employees who physically reported to work that day.

J. Staff who work at the request of their supervisor during the time the college is officially closed will be paid for the actual time worked at their regular rate of pay, and will be granted equivalent time off at a later date, to be scheduled with their supervisor.

K. Staff who arrive late, leave early or are otherwise unable to work because of off-campus weather and/or road conditions, or other off-campus emergencies or special situations during hours when the college has not been officially closed shall charge such time to vacation or leave without pay, or may make-up the time missed at the discretion of the supervisor.

L. Employees who are away from campus on college business or who are absent due to pre-scheduled vacation, continued sick time, or other planned absence from work will have that absence recorded as originally planned. The provisions of the emergency closing policy will not apply in these cases.

4. RESPONSIBLE ADMINISTRATOR

The Vice President of Finance and Administration is the responsible administrator under this policy.

5. HISTORY

<table>
<thead>
<tr>
<th>Date of Last Action</th>
<th>Action Taken</th>
<th>Authorizing Entity</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 11, 2017</td>
<td>Interim Policy Adopted</td>
<td>Policy Governance Committee</td>
</tr>
<tr>
<td>February 13, 2017</td>
<td>Final Policy Adopted</td>
<td>Policy Governance Committee</td>
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</tbody>
</table>

6. SIGNATURE, TITLE, AND DATE OF APPROVAL

Approved: /s/ ____________________________

Stephen R. Morgan, President