



LAKE SUPERIOR STATE UNIVERSITY PROCEDURES MANUAL

Administrative Policy

Section: Employee/Labor Relations

Section Number: 4.9.6

Subject: Other Working Conditions: Inclement Weather- University Class Cancellation and Closing Policy

Date of Present Issue:

12/12/2022

Date of Previous Issues:

01/82, 07/82, 03/87, 03/95, 01/96, 11/00, 11/03, 11/04

POLICY:

During inclement weather, the safety of students, faculty, and staff is paramount. The University has important teaching, service, and strategic missions, and must maintain continuous and effective business operations. With consideration to safety, the University will remain open and operate normally to the greatest extent possible. Faculty, staff, and students should evaluate their own circumstances carefully, exercise appropriate judgment, and take responsibility for their safety when making decisions related to the University during inclement weather.

During extreme inclement weather, the President of the University will determine if the University will close or delay opening. Essential personnel of the University such as Public Safety, Food Services, Grounds, etc. will remain open, even during a Closure, due to their critical functions.

Announcement
University closed

Definition

A total University closure is in effect. All University business activities, classes, events, games, etc., are cancelled for the entire day and evening (6:00 a.m. to 10:00 p.m.). Personnel do not report to work, except for designated essential personnel.

University opens late

A **temporary** University closure is in effect until the announced time. Students and University personnel must report to classes or work at the noted time. Designated essential personnel may be called-in to work during the University closure time period.

University closes early

A **temporary** University closure is in effect at the time announced. Students and University personnel are to leave their classes or work stations at the noted time. Designated essential personnel may be called-in to work during the University closure time period.

Class cancellation for a specified time period

The University cancels classes, but business activities, events, games, etc. remain open. Students and faculty do not report for classes. University personnel report to, or remain at, work as normal.

The decision to close all or part of the University for reasons of weather, building conditions or disruptive actions, will be made only by the president (or designate) in consultation with the Director of Human Resources, Safety and Risk. The Director of Human Resources, Safety and Risk will provide the following information to the President when recommending to close campus:

- I. Local public school closing,
- II. Local police and road commission reports, including road closures and travel warnings,
- III. Current condition on campus, and
- IV. Local weather alerts and inclement weather predictions.

In the event of a University closure or delay in the University schedule, every effort will be made to have public announcements made by 5:30 a.m.

Specific cases and varying conditions or circumstances may require special action or decisions.



LAKE SUPERIOR STATE UNIVERSITY PROCEDURES MANUAL

Administrative Policy

Section: Employee/Labor Relations

Section Number: 4.9.6

Subject: Other Working Conditions: Inclement Weather- University Class Cancellation and Closing Policy

- I. In the absence of notification to the contrary, all normal University operations will continue as scheduled.
- II. If the University is going to close, cancel classes, delay opening or close early, a message will be available through local news media, on the University web-site, through the University emergency alert system and via e-mail.
- III. The Regional Sites will operate on the schedule of the host institution. If LSSU classes are to be cancelled, the Regional Site Director will make the decision to cancel classes in consultation with the Vice President for Academic Affairs/Provost.
- IV. "Essential" services will be maintained during a period in which the University is closed. These include:
 - A. Dining Services
 - C. Physical Plant
 - D. Public Safety
 - E. Others may be designated essential as situation dictates.

Supervisors are responsible to inform their staff members who has essential service employee designation. "Essential Personnel" must contact their supervisor if unable to report for duty.

- IV. Following the President's decision to close the University, the following notification steps will be taken:
 - A. Director of Human Resources, Safety and Risk will:
 1. Notify SMT Members via a text message.
 2. Send email to students, faculty and staff
 3. Notify the Dean of Admissions, who, in turn, will notify the local media and send out message via University emergency alert system.
- V. Whenever the University is closed, all faculty and staff not required for essential operations during the period of closing will be excused from work and be paid as though they worked that day. However, it is the University's sole judgement as to who is required to work and who is not. Whenever the University is closed from normal operations, employees will fall into several groups for the purpose of determining pay.
 - A. Essential personnel Union employees shall follow ESP Union Contract requirements.
 - B. Employees (Union and Non-union) who report for their regular work period prior to the announcement of closing, but are not required to maintain essential services, will be released from their work stations by their supervisors at the effective time of closing and will be paid for the balance of the scheduled work period.
 - C. Union and Non-union employees who are unable to report for their regular work period prior to the announcement of closing will be paid as it was a normal work day.
 - D. Faculty employees who miss classes are responsible for making up the course content.
 - E. Any employee who has reported in as sick or was scheduled to be on vacation or other types of paid leave prior to the announcement of closing will be paid as though there were no closing and thus will be charged for sick leave or vacation time for the period not worked.

This policy is in effect seven (7) days a week except holidays when the University is closed.