

**SNU Policy: Inclement Weather/School Closures**  
**SNU Policy ID: Salary Administration C-6**  
**Policy Reviewed by: Controller**  
**Approval Authority: Vice President for Business and Finance**  
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**Policy:**

Occasionally, situations such as severe weather, fires or power failures may disrupt University and/or Media operations. In extreme cases, these circumstances may require the closing of a Southern Nazarene University campus.

**Procedures and Responsibilities:**

**When an emergency closing occurs**, text, email and voicemail messages will be sent via SNU's Emergency Alert System to notify employees and students of the closure. How the employee receives the message will depend on how they set up their SNU Emergency Alert notifications.

*During Regular Business Hours:*

When such an emergency occurs during regular business hours, campus closing announcements will also be made via campus-wide SNU alert system and when possible, on local news stations.

*Outside Regular Business Hours:*

When such an emergency occurs outside of regular business hours, announcements will generally begin with SNU's Emergency Alert System to notify employees and students of the closure and on local news stations.

The decision to close any or all parts of the SNU campus, or to cancel classes, may be made by the Provost or his/her authorized designee, in response to a natural emergency such as severe weather, in support of national or state policy, or for reasons of health and safety. In the event of such action, the following procedures will be observed:

- i. The Provost may determine, after collaboration with select Senior Leadership Team members and due consideration of the gravity of the situation, to cancel classes only or to implement a total or partial university closure. If only classes are cancelled, the Provost may also decide to issue a University Weather Advisory to university employees.
- ii. A statement will be issued from the Provost's office as outlined in the Internal Procedures for Closing the Campus, to announce details such as class cancellation, campus closure, time of closure, anticipated reopening, etc. Subsequent statements

may be issued altering and/or confirming reopening as conditions warrant. When the university is closed, only essential services <sup>(1)</sup> continue.

- iii. **Classes Only Cancelled:** If only classes are cancelled, administrative and support service employees will be required to be at their work stations.
- iv. **Campus Closed to Employees and Public:**
  - a. In order to allow adequate time to disseminate the information to those affected, any decision by the Provost to cancel traditional day classes will normally be made prior to 6:00 a.m. and any decision to cancel evening classes and events will normally be made prior to 3:00 p.m. This decision will be communicated through SNU's Emergency Alert system and local news stations.
  - b. Each VP has determined which services and positions are designated as essential for the safety and well-being of the campus community and each employee working in an essential position has been notified of such. This requires the advance approval of Human Resources and will be filed accordingly so that payroll can be correct.
  - c. Campus Safety and Security and Residential Directors operate on a 24/7/365 schedule and are not eligible for campus closure pay. This is for both exempt and non-exempt, full-time or part-time, regular or seasonal employees.
  - d. All buildings, other than residence halls and food service areas, will be closed to students, employees, and the general public.
  - e. Employees who were scheduled to work but did not work due to the closure will be paid their regular rate of pay for their scheduled hours.
  - f. Employees at campuses not affected by the inclement weather or employees who normally work from home are not eligible for inclement weather hours designated.
  - g. Non-exempt hourly employees who are not identified as "critical" are not required to work during the closure. If a non-critical employee chooses to work during a closure, they are not eligible for the additional compensation, only for the hours worked. Non critical employees will be paid the number of hours actually worked plus whatever closure hours get their time to a total of 8 hours for the day with the intent of making the employee whole. For example, SNU closes early at 3 pm. A person scheduled to work 8-5 who works 8-3 (6 hours of work) will receive 2 hours of closure pay (8-6=2). If an employee would have worked a normal shift schedule of 10-7 and SNU closed early at 3 pm the employee would have worked from 10-3=4 (4 hours of work) and will receive 4 hours (8-4=4) of closure pay.
  - h. Exempt (salaried) employees who are required to work during the closure will not receive any additional pay.
  - i. When an emergency closing occurs on a non-work day for an employee such as a regular day off, previously scheduled PTO or sick leave, the employee will not be paid for the emergency closing.
  - j. Student employees who are scheduled to work but cannot work due to the closure will not be paid. However, whenever possible, supervisors should rearrange work schedules so the affected student employees will be able to make up the work time

lost. Student employees who are scheduled and required to work when the university is closed will be paid at their regular rate for the actual number of hours worked.

- k. Upon hire, or by subsequent notification, employees working in critical positions <sup>(1)</sup> will be informed of the possibility of being required to work during administrative closures.
- l. Department supervisors, managers, and/or directors are responsible for their employees' accurate reporting of hours worked vs. PTO during the period of closure. Previously approved Leave Reports cannot be changed upon determination of a closure.

- v. **University Weather Advisory:** Rather than deciding to close the university or to cancel classes, the Provost may decide to issue a University Weather Advisory. This action could be taken if hazardous weather conditions develop subsequent to the start of a normal work day. It would authorize employees currently at work to: 1) leave work early (after notifying their supervisor) and use available PTO, 2) leave without pay; or 3) continue to work.

Those employees scheduled for shifts starting subsequent to the University Weather Advisory would be authorized to

- 1) report for work as usual;
- 2) report to work with a delayed start time (after first contacting supervisory personnel so management is aware of their delay) and use available PTO, or approved leave without pay for hours of delay; or:
- 3) not report for work (after first contacting supervisory personnel so that management is aware of their absence), and use available PTO, or approved leave without pay.

A University Weather Advisory will normally last no longer than a 24-hour period and employees in critical positions <sup>(1)</sup> may be required to work their regular hours at regular pay during this period. When such a decision is made, information related to a University Weather Advisory will be communicated through administrative channels to employees in the following manner:

- a. The Provost or her/his authorized designee will declare the University Weather Advisory and will notify the Senior Leadership Team members of his/her decision.
- b. The Assistant VP of Student Life will notify local radio and news stations and the Director of Public Safety of the Advisory specifics. An Emergency Alert to the SNU community will be sent.
- c. Faculty, staff and students will be notified as outlined above.

VI. The Provost may decide that hazardous weather or other emergency conditions call for **classes to be cancelled when students are returning to campus from a vacation period.** This may call for either a total university closure or a University Weather Advisory. This decision would normally be made by noon of the day prior to the day classes are scheduled to resume. In addition to disseminating this information through the means described above, the decision to cancel classes under these conditions would also be communicated through statewide radio stations and other feasible means to reach out-of-state students.

### **School for Children:**

Because of the need to notify parents and staff in a timely manner, the School for Children typically needs to know closing information before the University administrator is prepared to make a decision. The Director of the SFC is responsible to notify the Provost and the University switchboard when the SFC closes.

### **Satellite Campus(es) and Campus Extension Sites:**

#### *SNU-Tulsa Campus:*

The SNU-Tulsa Campus Director will closely monitor daytime and evening class time weather conditions in and around the satellite campus. The Director will work closely with the Vice-Provost for Professional and Graduate Studies, program directors, and individual instructors as needed. A determination regarding daytime status will be made and communicated by 7:00 a.m. and a determination of class time status will be made and communicated by 3:00 p.m. The decision will be communicated via a combination of SNU Emergency Alert System, Tulsa Professional Studies and Tulsa Graduate Studies listservs, current learning management system, and/or local television stations as appropriate.

#### *Extension Sites:*

The Vice-Provost for Professional and Graduate Studies, or designated program director(s), will closely monitor weather conditions in and around the extension site. They will work together to make a determination regarding evening class status by 3:00 p.m. The decision will be communicated via SNU Emergency Alert System, current learning management system, and/or local television stations as appropriate.

- (1) For the purposes of this policy, Critical Services and Positions are defined as services and positions which are critical for the safety and wellbeing of the campus community. Specific positions within the following departments have been identified as essential positions and are flagged as such in the job description:

- Cabinet Members

- Academic Deans

- Payroll (depending on timing of closure and payroll due dates)

- Commons Conference Services (depending on scheduled events)

- Facilities (list of critical employees will be maintained in Facilities)

- Information Technology

- Athletics (depending on scheduled events during the closure)

- (2) Nonexempt employees, as defined by the [Federal Fair Labor Standards Act](#), are those employees whose duties and responsibilities are subject to the minimum wage and overtime provisions of the Act.