



The **College at Brockport**

Category:

Office of Human Resources

Responsible Office:

Human Resources

Policy Title:

College Closing Due to Severe Weather Conditions

Policy:

In the case of severe weather conditions, normal operations must be continued as much as possible. Services related to the maintenance and security of facilities and the health and safety of students, staff, and guests (ie. emergency management, food service, power plant, security, safety, snow removal, etc.) are considered essential. College employees are required to remain on duty or report to work to avoid interruption of essential services unless directed or permitted to do otherwise.

Under State policy, employee absences resulting from severe weather conditions, including "directed absences," must be charged to personal, overtime, holiday, or vacation accruals, even under circumstances requiring the cancellation of classes or the closing of the College.

In very unusual circumstances, agencies may, after the fact, petition the Civil Service Commission (CSC) and/or the Governor's Office of Employee Relations (GOER) to suspend the Attendance Rules to excuse full-day absences without charge to leave credits. The (CSC)/(GOER) will consider such requests when buildings must be closed because they are unsafe, resulting in full day absences, or when extraordinary weather conditions affect the ability of large numbers of employees over a wide geographic area to report to work for periods in excess of one full-day.

Procedure:

Presidential Authority

The President, upon receipt of a recommendation from the director of University Police, the head of the College's emergency management team, may:

1. cancel classes (employees are still expected to make reasonable efforts to come to work);
2. excuse reasonable tardiness without charge to leave credits when extraordinary weather conditions affect the arrival time of a number of employees (full-day absences; however, cannot be excused without charge to leave credits);
3. authorize the early departure of employees with appropriate charges to leave accruals when, in his opinion, weather conditions will likely severely disrupt return transportation to their homes;
4. request the (CSC)/(GOER) to authorize him to direct the early departure of employees (except those represented by Council 82) without charge to leave accruals when, in his opinion, weather conditions are so severe as to threaten to make return

- home travel so dangerous that the continuation of employees on the job might endanger their health or safety;
5. request the Governor to authorize the restitution of accruals used in conjunction with extraordinary weather conditions so extreme as to have created a natural disaster situation affecting the ability of large numbers of employees over a wide geographic area to report to work for periods in excess of one full day.

For Information Listen to:

- WHAM (1180)
- WBSU (89.1)
- Voicemail
- Dial 395-Cold

Reference(s):

State Policy on Closing of State Offices / Directing Early Departures – see Governor’s Office of Employee Relations