



HUMAN RESOURCES

Inclement Weather and Other Emergency Closing/Delay Policy

As a residential institution, Skidmore operates on a continuous 24-hour, 12-month basis. There may be rare occasions, however, when the College may suspend or limit some operations and/or special events due to severe inclement weather or other emergencies.

Decisions for delayed campus openings, early releases, or campus closures due to inclement weather or other emergency will be made by the President or designee in conjunction with other College administrators based on National Weather Service advisories, law enforcement bulletins, and/or other reliable emergency notifications.

In instances of delayed openings, early releases, or campus closures, only designated emergency personnel (those responsible for keeping the basic services of the campus operating) will be required to work or remain at work; such employees are expected to follow their regular work schedules unless otherwise directed. As a general guideline, this will include the staff in Campus Safety and Facilities Services. When residence halls are occupied, the Dining Services, Health Services, Library and the Sports Center staffs are also designated as essential. During the summer months, Special Programs employees are considered essential. Other essential employees include Information Technology and those responsible for animal care. This list is not all-inclusive, and in the event that other departments are deemed necessary, department directors will notify personnel in those areas.

Announcing Closures or Delays

Campus closures or delayed openings will be announced via:

- School Closings Network, which compiles notices from regional schools, submits them to: Capital News 9, the Daily Gazette, the Post-Star, the Times Union, WFLY, WGY, WNYT-TV, WRGB-TV, WTEN-TV, WRVE, WYJB, WXXA and its own web site, www.schoolclosingsnetwork.com.
- Announcement on Skidmore home webpage
- E-mail message to campus community
- Recorded voice mail message on Skidmore main line, 518-580-5000
- Voice mail to all employee Skidmore phone extensions
- Recorded message on Campus Safety's 518-580-SNOW phone line
- Instant alerts to all student, faculty, and staff cell phones, e-mail accounts, pagers, and web pages for those registered with Skidmore's Urgent Notification System (SUNS). Campus community members may register via the following link: <https://www2.skidmore.edu/e2campus/index.cfm>.
- A siren will be used in case of an imminent emergency.

Announcing Early Release

Early releases of Faculty and Staff will be announced via Skidmore's voice-mail and e-mail system. Employees are responsible for confirming any release with their supervisor prior to leaving campus.

Re-opening

Whenever possible, the expected date and time of campus re-opening will be communicated at the same time as an announcement of a closure, delayed opening, or early release.

Leave-Time Accounting

In the event of a College-designated campus closure, late opening, or early release, all faculty, and staff, who were scheduled to work during that time will be paid their full, regular salary or wage. Employees who had

previously scheduled a vacation or any other paid leave day for a day when operations are delayed or suspended will be charged for that leave day as previously approved.

For employees who are unable to come to (or remain at) work because of severe weather or an emergency condition when Skidmore had not officially closed or delayed its operations, these options are available:

- Supervisor may allow late arrival or early release, not to exceed two hours of paid time for non-union staff.
- Employee may request time off charged to existing paid leave – that is, absence leave for union/hourly staff; or else personal hours, vacation, or floating holiday for other staff.
- Non-union employees may also use a paid inclement-weather floating day each year – in full-day increments only, when the College is open but they are unable to get to work because of bad weather, from December 1 through March 31.
- It is the expectation that classes will be held when the College is open. However, if a faculty member is unable to come (or remain) at work because of adverse weather conditions or other emergency conditions, teaching faculty are responsible for contacting their department chair or program director in advance to inform them of classes being cancelled.

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