Inclement Weather & 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 inclement weather or other emergencies.

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

Article I. Announcing Closures or Delays

Campus closures (closing early or for the day), or delayed openings will be announced via:

- Skidmore submits announcements to the School Closings Network, which compiles notices from regional schools. Notices appear on Capital News 9, the Daily Gazette, the Post-Star, the Times Union, WFLY, WGY, WNYT-TV, WRGB-TV, WTEN-TV, WRVE, WYJB, and WXXA;
- E-mail message to the campus community;
- Announcement on Skidmore's homepage;
- Recorded message on Campus Safety's 580-SNOW phone line;
- Instant alerts to all student, faculty, and staff cell phones, e-mail accounts, 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; and
- A campus siren, in case of an imminent emergency.

Article II. Announcing Early Releases

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

Article III. 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.

Article IV. 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 salaries or wages. Employees who previously scheduled a vacation or any other paid leave day for a day when operations are delayed or suspended will still be charged for that leave day as previously approved.

When Skidmore has not officially closed or delayed its operations, employees who are unable to come to (or remain at) work because of severe weather or other emergency condition have the following options:

- Supervisors may allow late arrival or early release, not to exceed two hours of paid time for non-union staff.
- Employees may request time off charged to accrued, unused paid leave - that is, absence leave for union/non-exempt staff; or personal hours, vacation, or floating holiday for other staff.
- If an exempt employee chooses not work on a day that the College is open, or chooses to arrive later than or depart earlier than the change in schedule made by the College, the employee will be required to use available paid time off to cover the period of absence. If the exempt employee has no paid time off available, they will not be paid for any full days on which they choose not to report to work.
- From December 1 through March 31 of each academic year, Employees may also use one paid inclement-weather floating day - in full-day increments only - when the College is open but they are unable to get to work because of inclement weather.
- 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 chairs or program directors in advance to inform them of classes being cancelled.

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