



Inclement Weather and Other Emergency Delays, Cancellations, and Closures Policy

The health and safety of our campus community is a priority and any circumstance that threatens students and/or employees may result in partial or total shutdown of the University.

University policy is to maintain normal operations in adverse weather conditions; however, in the event of severe weather conditions, the decision to delay or cancel classes is reached by the President or his/her designee in consultation with the Vice President for Administration, the Executive Director of Facilities, and the Provost of the University.

Authorization for University closure will be at the discretion of the President or his/her designee in consultation with local, state, or federal public safety officials. During an inclement weather event, the University may notify students, faculty, staff, and other employees of a delay, early dismissal, cancellation, or closure. Please read, understand, and act in accordance with the below procedures to help guide university operations, employee work schedules, and how employees should record their time for that day.

Employees and Students

Normal Operations - There is no delay or closure.

- Employees are expected to report to work at their regularly scheduled time.
- Students are expected to report to class at their regularly scheduled time.

Delayed Opening, Early Dismissal or Cancellation of Classes – This is for a specific period of time due to adverse weather or other unforeseen circumstance. Dining Hall Open, unless otherwise noted.

Staff:

- Staff are expected to report to work at their regularly scheduled time.

Faculty:

- Faculty may arrange for synchronous, virtual meetings or may provide additional learning activities in lieu of a face to face class meeting.
- Faculty whose classes are offered in a synchronous, virtual format will meet virtually according to the regular schedule.
- Faculty whose classes are offered in an asynchronous, online format will continue without weather-related interruptions.

Faculty members are expected to notify their department chair if they select not to hold class. When possible, instructors should notify their students by email of their decision to cancel specific classes. Faculty are urged to make attendance policy considerations for the

difficulties some commuting students may encounter due to weather conditions and provide opportunities to make up missed work.

Students:

- Classes offered on-campus (in a face-to-face format) will not meet on-campus if the University cancels classes or is closed. Instructors may arrange for synchronous, virtual meetings or may provide additional learning activities in lieu of a class meeting.
- Classes offered in a synchronous, virtual format will meet virtually according to the regular schedule.
- Classes offered in an asynchronous, online format will continue without weather-related interruptions.
- Students who select not to report for classes should notify their instructors by email or phone. Students have an obligation to make every safe effort to attend classes, to initiate arrangements for making up missed work, and to understand the occasional commuting difficulties of faculty.

Code C: Delayed Opening or Early Dismissal of Classes – Two-hour delay, or early cancellation of classes. Dining Hall Open, unless otherwise noted. *[Examples: ice or snow on roads that can be cleared within two hours of when classes normally begin (8 am) or flash flood that will cause dangerous road conditions before the normal close of classes (4 pm)].*

Employees:

- Only essential employees are required to report to work at their regularly scheduled time. Non-essential employees will abide by the delay of the university.
- Staff are expected to notify their supervisor if they select not to report to work or will be reporting late.
- Staff will either: (1) use their accrued leave to account for the delay or absence; (2) be permitted to make up the missed work time during the same workweek, or work remotely with explicit permission from their supervisor; or (3) if option #1 or #2 are not available, it will result in leave without pay.

Students:

- Classes offered on-campus (in a face-to-face format) will not meet on-campus if the University cancels classes or is closed. Instructors may arrange for synchronous, virtual meetings or may provide additional learning activities in lieu of a class meeting.
- Classes offered in a synchronous, virtual format will meet virtually according to the regular schedule.
- Classes offered in an asynchronous, online format will continue without weather-related interruptions.

Code D: Closure – Inability to conduct business. Dining Hall Open, unless otherwise noted. *[Examples: complete loss of power; response to a local or national incident; President issues a directive to close due to unforeseen circumstances; or Governor issues a state of emergency]*

Employees:

- Only essential employees are required to report to work at their regularly scheduled time. Non-essential employees do not report to work.
- Employees will either: (1) use their accrued leave to account for the delay or absence; (2) be permitted to make up the missed work time during the same workweek, or work remotely with explicit permission from their supervisor; or (3) if option #1 or #2 are not available, it will result in leave without pay.

Students:

- All students are excused and need not to report to classes.

Every reasonable effort will be made to determine the level of closure for the day by 6:00 a.m. As needed, notification of the media and campus community will take place immediately thereafter. Public Relations shall notify the WV Higher Education Policy Commission of any delays, cancellations, closures, or other emergencies.

Essential Employees

Basic operations of essential employees are defined as the on-site duties and responsibilities necessary to ensure the stable operation and safety and protection of our campus community during a weather-related, power outage, or other delay or closure. Employees, including but not limited to, those in Facilities, Public Safety, Residence Life, and Dining are essential to the basic operations of the University. Essential employees will receive a memo confirming such from their respective Vice President.

Note: Overtime will continue to be paid in accordance with West Virginia law and policies.

Work time lost by any employee during a declared emergency will be considered regular work time for pay purposes and will not require that the time be charged to annual leave nor will there be a requirement that the time be made up. (HEPC-Series 8)

Information on class cancellation or University closing will be available as follows:

Delays, Cancellations, Closure, and any other emergency notifications will be sent to students, faculty, and staff through the campus Emergency Alert System. The system sends notices via text message, Facebook, Twitter, and e-mail. To sign up for this service, [visit this link](#).

Announcements of a delay, cancellation of classes, or closing of the University will be broadcast over area television and radio stations. The television stations are: WDTV-5, WBOY-12, WTAP-15, WSAZ-3, WCHS-8, WOWK-13 and WOAY-4. Radio stations include: WBRB (101.3 FM), WVRC (104.7 FM), WDBS (97.1 FM), WAFD (100.3 FM), WKQV (105.5 FM), WVBD (100.7 FM), WSGB (96.5 FM/1490 AM), WVAR (98.1 FM/600 AM), WSWW (95.7 FM), WVAQ (101.9 FM), WKKW (97.9 FM), WAJR (1440 AM), WFBY (102.3 FM), WWLW (106.5 FM), WCIR (103.7 FM), WHAW (980 AM), WVRW (107.7), and West Virginia Public Broadcasting (the closest transponder being 88.9 FM).

You can call **304-462-7361** and the operator or a recorded message will give you delay, class cancellation, or University closing information.

Your continued support and commitment to the University and compliance with its policies is greatly appreciated.

If you have questions, please contact the Department of Human Resources.