



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

Purpose:

The health and safety of the campus community is the University's top priority. Any circumstance that threatens students, faculty, staff, or operations may result in a partial or total shutdown. This policy outlines procedures for delays, early dismissals, class cancellations, or full closures. Note: Faculty, staff, and students may be affected by inclement weather in divergent ways. That is, weather events may impact the immediate campus environment in a way that is more or less severe than the environment in which the faculty/staff member or student resides. Individuals should always exercise caution when determining whether to attend campus during instances of inclement weather and communicate with appropriate parties (supervisors/chairs in the case of staff and faculty members, instructors in the case of students).

Decision Authority:

The University President or designee makes all decisions regarding delays, cancellations, or closures in consultation with the Executive Director of Operations, who will consult with the National Weather Service, other educational institutions, and the WV Department of Highways.

Notification Procedures:

- Notifications are issued by Public Relations via the GSU Emergency Alert System (text, email, phone), social media (Facebook, Twitter), and local television and radio stations.
- Students, faculty, and staff may also call 304-462-7361 or check the University website for updates.
- Public Relations notifies the West Virginia Higher Education Policy Commission of any delays or closures.

Operational Codes:

1. Normal Operations:

- Employees report at their regular schedule; students attend classes as usual.

2. Delayed Opening / Early Dismissal:

- Typical delay: two hours or early class cancellation due to hazardous conditions (e.g., ice, snow, flash floods).
- **Employees:** Essential personnel (see definition below) report as scheduled; non-essential employees follow the delay or early dismissal guidelines and may use accrued leave, make up work, or work remotely with supervisor approval.
- **Faculty:** May provide alternative assignments if a class cannot meet. Notify students, department chair and the Office of Academic Affairs if class scheduled to occur after the delayed opening or prior to an early dismissal is canceled due to an instructor's inability to safely attend campus.

- **Students:** Face-to-face classes do not meet on-campus prior to a delayed opening or subsequent to an early dismissal. Any classes that start prior to the delayed opening or end after the early dismissal are canceled. Virtual classes proceed as scheduled. Students should notify instructors if unable to attend safely. Students should monitor communications from instructors regarding potential alternative assignments.

3. **University Closure:**

- Applied when the campus cannot operate safely (e.g., power outage, state of emergency, or presidential directive).
- **Employees:** Only essential personnel report (see definition below); non-essential personnel do not report. Non-essential employees who do not report may use accrued leave, make up work, or work remotely with supervisor approval.
- **Faculty:** May provide alternative assignments in lieu of class in face-to-face classes.
- **Students:** All classes canceled; students excused from attendance. Students should monitor communications from instructors regarding potential alternative assignments.

Essential Employees:

Defined as personnel required to maintain campus safety and basic operations specifically those in Facilities, Public Safety, Residence Life, and Dining, unless otherwise directed by a supervisor. Overtime is compensated in accordance with West Virginia law.

Faculty and Student Guidelines:

- Faculty are encouraged to consider commuting difficulties and provide opportunities to make up missed work.
- Students are expected to make reasonable efforts to attend virtual sessions and communicate with instructors regarding absences.

Dining Services:

Dining halls remain open during delays or closures unless otherwise noted.

Shuttle Services:

Shuttles will remain operating during delays or closures unless otherwise noted.

Policy Review:

This policy is reviewed annually by the President and President's Cabinet and updated as needed to ensure safety and operational continuity.

Questions:

For clarifications, contact the Office of the President or Department of Human Resources.