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Edwardsville Bulletin

To the Faculty and Staff of Southern Illinois University at Edwardsville

Vol. 9, No. 21
April 1, 1977

OPERATING POLICY IN THE EVENT OF SPECIAL EVENTS, WEATHER CONDITIONS, ETC.

(Supersedes Edwardsville Bulletin, Vol. 8, No. 8,
26 November 1975, Same Subject)

General Statement

The official calendar as established for the University will be followed except when emergency conditions may occur. Generally, weather conditions will not close the University. All faculty and staff are expected to continue the ongoing operation of the institution.

Closing of the University

The President has delegated the decision for closing the University to the Vice-President for Business Affairs. When conditions warrant such a decision, it will be communicated immediately to the University News Service for the issuance of appropriate announcements. It also will be communicated to the President and the other Vice-Presidents.

Each Vice-President shall be responsible for designating those operations in his area that must continue regardless of closing the University. He also will be responsible for development of a plan to communicate with employees who provide special services which cannot be suspended or interrupted and who, therefore, are required to report for work.

Employees, excluding student workers, who are required to work when the University is closed will receive "compensating time off" at the regular rate of pay to be scheduled similar to "vacation" time, or, in the case of negotiated and prevailing types of employees, in accordance with the appropriate Memorandum of Understanding or Multi-Employer Area Agreement.

All other employees, excluding student workers, who are scheduled to work but are not required to report when the University is closed should report the time as "authorized time off with pay".

Student workers who are required to work during a University closing will be compensated for those work hours at their regular rate of pay.

For student workers not required to work during a University closing, supervisors are directed to increase work schedules sufficiently to permit making up the work time loss.

While the University closing compensation policy for student workers differs from other employees, it does assure the student worker of the financial support he or she anticipated, and it does meet Federal regulations requiring work for pay and other regulations that set specific support limitations.

Academic Programs and the Closing of the University

It is essential that we ensure that the academic program does not suffer as a result of closings due to emergency conditions. Therefore, faculty are encouraged to use whatever means necessary to maintain the scope and integrity of course work.

If additional sessions of certain classes are called for, the Academic Scheduling section (phone, 3087) of the Office of Admissions and Records will assist faculty in scheduling suitable rooms for make-up sessions. There are few rooms available in the prime time block of 9:30 a.m. until 2:20 p.m., Monday through Thursday, but a reasonable supply exists at other times.