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## Edwardsville Bulletin: January 13, 1978

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# Edwardsville Bulletin

To the Faculty and Staff of Southern Illinois University at Edwardsville

Vol. 10, No. 22  
January 13, 1978

## OPERATING POLICY IN THE EVENT OF INCLEMENT WEATHER AND OTHER SPECIAL CONDITIONS

(Supersedes Edwardsville Bulletin, Vol. 9, No. 21,  
April 1, 1977)

### General Statement

The official calendar as established for the University will be followed except when emergency conditions occur. The President has delegated the determination of what constitutes an emergency condition to the Vice President of Business Affairs. Unless specific announcements have been made, all faculty and staff are expected to continue the ongoing operation of the institution. This policy applies equally to the Edwardsville, Alton and East St. Louis campuses.

Emergency conditions can result in one of two decisions.

### 1. Cancellation of Classes

When cancellation of classes occurs the announcement will be specific as to the period of cancellation. If conditions persist, further announcements will follow. Cancellation of classes implies only that classroom and laboratory instruction has stopped. All other operations of the University (except bus transportation) will function as normal. Employees will be required to take vacation or leave without pay if during cancellation of class periods they do not report to work at their scheduled time.

### 2. Closing of the University

When extreme conditions exist the University will be closed for a specified period of time.

Each Vice President shall be responsible for designating those operations in his area that must continue regardless of closing the University. He/She 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 to work.



Employees, excluding student workers, who are scheduled and 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. In the case of negotiated and prevailing types of employees, the appropriate Memorandum of Understanding or Multi-Employer Area Agreement is in effect.

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 requested, where possible, 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.

#### Normal Resumption of Duties

Normal resumption of duties is expected with the beginning of the shift or scheduled work period following the expiration of the closing period.

#### Emergency Announcements

As soon as a decision of cancellation of classes or closing of the University has been made, the President and other Vice Presidents will be informed. Each Vice President is responsible for relaying the information into his/her organizational unit.

The information will be given immediately to the Director of University News Service who will inform the following radio stations in the area: KIRL, WRTH, KXOK, KMOX, WINU, WIBV, WOKZ, WSIE-FM, WGNU, WSEL, WJBM, KSD, WIL, WSIM, UMRY, KSLQ, KATZ, KKSS, WCBW.

Emergency information can also be obtained by calling any of the following University telephone numbers:

#### Day Only

692-2536  
692-2739  
692-3600  
692-3100  
692-2010

#### Day and Evening

692-2000  
692-2550  
692-3324