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## Edwardsville Bulletin: January 5, 1981

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### Recommended Citation

Southern Illinois University Edwardsville, "Edwardsville Bulletin: January 5, 1981" (1981). *SIUE "Bulletin"*. 283.

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# Edwardsville Bulletin

To the Faculty and Staff of Southern Illinois University at Edwardsville

Vol. 12, No. 24

January 5, 1981

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

(Supersedes Edwardsville Bulletin, Vol. 11, No. 24,  
October 8, 1979)

### General Statement

The general policy of the University is to remain open for programs and operations as scheduled. Thus, the official calendar as established for the University will be followed except as emergency conditions require otherwise. Unless specific announcements to the contrary have been made, all faculty and staff employees will continue the ongoing operation of the institution. In the event of emergency closure, arrangements for pay or time off will be determined in accordance with respective employment contracts and policies.

So far as weather is concerned, the mission of the University requires continuing operation during all except extreme conditions; however, employee and student safety will remain a primary consideration. Since safe transportation to and from the campus depends on many factors, such as distance, specific road conditions in home areas, etc., individuals are urged to exercise discretion and sound judgment with regard to travel.

### Closing of the University

When extreme conditions are judged to exist, all campuses of the University will be closed for a specified period of time. The decision to close the University will be made by the Director of Supporting Services.

In the event of such closure, the administrative head of each principal functional area will be responsible for designation of those operations in his/her area that must continue regardless of closure. He/she will also be responsible for development of a plan to communicate with employees whose services cannot be suspended or interrupted and who, therefore, are required to report for work.

Employees who are scheduled and required to work when the University is closed will subsequently receive time off with pay equal to the number of hours worked -- such time off to be scheduled in a manner similar to vacation time.

Employees who are scheduled to work but are not required to report when the University is closed will report the time as "authorized time off with pay." Administrative heads of principal functional areas will identify those employees whose presence on campus during periods of closure is absolutely necessary. Only these employees will be required to report for work during periods in which the institution is closed.

Student workers who are scheduled to work but are not required to report when the University is closed will be excused from work with pay.

Student workers who are scheduled and required to work when the University is closed will receive time off with pay equal to the number of hours worked. This time off will be scheduled at a future time agreeable to the supervisor and the employee.

Resumption of normal duties will occur with the beginning of the shift or scheduled work period following the expiration of the closing period.

#### Emergency Announcements

As soon as a decision to close the University has been made, the President and administrative heads of principal functional areas will be informed by the Director of Supporting Services. These officials will be responsible for relaying the information to their organizational units. The Director of Supporting Services will also immediately notify the Director of University News Services who will inform the following radio stations in the area: WSIE-FM, KIRL, WRTH, KXOK, KMOX, WINU, WIBV, WOKZ, WGNU, WESL, WJBM, KSD, WSMI, WMRY, KSLQ, KATZ, KKSS, WCBW, WIL.

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

<u>Day Only</u>		<u>Day and Evening</u>	
692-2536	692-3600	692-2000	692-2550
692-3100	692-2010	692-3324	692-2739

N.B.

Until such time as the administrative reorganization of the University has been completed, the official charged with responsibility of deciding when the institution is to be closed will be the Acting Vice President for Business Affairs. The principal administrative heads to be notified of a decision of closure will be the Acting Vice President and Provost, the Vice President for Student Affairs, and the Director of Development and Public Affairs.