MEMO TO: The University Community
FROM: Earl Lazerson
SUBJECT: Operating Policy in the Event of Inclement Weather and Other Special Conditions

As a result of recommendations from the constituency bodies, the subject policy was revised. Chancellor Shaw approved the amended policy on October 18. Following is the revised policy.

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

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 inclement weather, regional road conditions for highways I-55, I-64, I-70, I-270, I-143, I-157, and I-159 will be determined by consultation with the Illinois State Police post in Maryville. General weather conditions will be reviewed with the National Weather Service.
information, together with the condition of campus roads and parking lots as
determined by the University Police, will be the facts used in a decision on
University closing.

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, KADI, KATZ, KIRL, KKSS, KMOX, KSD, KYKY, WCBW, WESL, WGNU, WIBV,
WIL, WINU, WJBM, WMRY, WOKZ, WRTH, WSMI.

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

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<th>Day Only</th>
<th>Day and Evening</th>
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<tbody>
<tr>
<td>692-2536</td>
<td>692-2000</td>
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<td>692-3100</td>
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