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Edwardsville Bulletin

To the Faculty and Staff of Southern Illinois University

Vol. 4, No. 1
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President Rendleman, with the advice and concurrence of the vice presidents, has announced the following operating policy:

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

GENERAL STATEMENT

The official calendar as established for the University will be followed except as especially declared National or State affairs may preempt or as unforeseen emergency conditions may occur.

Generally speaking weather conditions will not close the University. Classes may be temporarily suspended in most severe conditions. All faculty and staff are expected to exercise reasonable effort to continue the ongoing efforts of the University.

The Vice President and Provost may temporarily suspend classes, such decision should be made with the advice and counsel of the Vice President for Business Affairs and the Vice President for Student Affairs. University News Service is charged with the responsibility of "University Spokesman" and will issue all announcements and releases in this regard.

CIVIL SERVICE EMPLOYEES

Weather conditions may create traffic and transportation problems at the University due to delays in clearing roads and parking areas for the large number of students using cars at the University. Although the weather conditions may delay a Civil Service employee, it seldom, if ever, prevents him from reporting for work.

University operations continue thru academic calendar breaks and other varied cycles of operations, including the cancellation of classes. Civil Service employees are expected to report as scheduled on all work days unless excused from work while on vacation, sick leave, or other excused absences as stated in Article XI, Personnel Policies Affecting Civil Service Employees.

Weather conditions and the resulting traffic and transportation problems will be taken into consideration in excusing Civil Service employees for tardiness and absences for short periods of time up to two hours. This provision is not intended to excuse all Civil Service employees for two hours whenever weather conditions are marginal.

Under severe weather conditions employees who reasonably report for work, i.e., within two hours of their regularly scheduled time may be excused with pay for the absence by the Head of the Department in which they work. This absence should be reported on the monthly Salary Time Record as excused absence with pay.

Employees who do not report for work will not be paid for the absence unless vacation pay for such time is requested and approved. Requests for sick leave on such days will require a physician's statement or other administratively acceptable evidence to justify payment for the absence.