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Edwardsville Bulletin

To the Faculty and Staff of Southern Illinois University at Edwardsville

Vol. 8, No. 8
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news release

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 specially declared National or State affairs may preempt or as unforeseen emergency conditions may occur.

Generally, weather conditions will not close the University. Classes may be temporarily cancelled in most severe conditions. All faculty and staff are expected to exercise reasonable effort to continue the ongoing operation of the University, including, but not limited to, library services, registration, academic advisement, research, services, plant operations, etc.

CANCELLATION OF CLASSES: Cancellation of classes may be authorized by the vice president and provost. Official cancellation of classes provides authorization for regularly scheduled classes not to meet during the period of cancellation. The decision of the vice president and provost will be immediately released to the area through University News Service. University News Service is charged with the responsibility of "University spokesman" and will issue all announcements and releases in this regard to area news media.

CLOSING OF THE UNIVERSITY: The President or his delegated representative shall make the determination that conditions are such that the University is "closed" and only employees required to provide special services which cannot be suspended or interrupted should be required to report for work. (University News Service will issue appropriate announcement as above.)

The vice presidents shall be responsible for the development of the plan for communicating to employees within each respective area of responsibility the closing of the University and the designation of operations that must continue regardless of closing the University. It is intended that individuals will be called (or may call an "identified" person) in the event of the University being "closed."

EMPLOYEE TIME REPORTING: Under such conditions as provided for above, employees who reasonably report for work, i.e., within two hours of their regularly scheduled time, may be excused with pay for this time by the Head of the Department in which they work. This period of time should be reported on the monthly Salary Time Record as excused absence with pay. This provision is not intended to excuse all employees for two hours when classes are cancelled. Employees who do not report for work will not be paid for the absence. Employees may request that the absence be charged against vacation time and such request should normally be approved. Requests for sick leave on such days will require a physician's statement or other administratively acceptable evidence.

Employees 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.

Other employees scheduled to work but excused when the University is closed should report the time on salary cards as "authorized time off with pay."

Consistency of implementation and adherence to this policy is essential to provide fair and equal treatment to all employees.