

**BOARD OF REGENTS**  
EASTERN MICHIGAN UNIVERSITY

SECTION: 25
DATE: October 1, 2013

**RECOMMENDATION**

**Extreme Weather Policy**

**ACTION REQUESTED**

It is recommended that the Board of Regents approve the revised Extreme Weather Policy.

**STAFF SUMMARY**

The Extreme Weather Policy is applicable to all Eastern Michigan University employees and students, and provides guidelines to evaluate extreme weather conditions in the context of Eastern's responsibility to provide the educational services purchased by students. The President, in consultation with the Department of Public Safety and the Physical Plant, is authorized to modify the class and/or work schedule in the event of extreme weather conditions. When a decision is made to modify the schedule, the Division of Communications is charged with implementing primary communications strategies to reach employees and students.

**FISCAL IMPLICATIONS**

None.

**ADMINISTRATIVE RECOMMENDATION**

The proposed action has been reviewed and is recommended for Board approval.

**Walter Kraft**  
Vice President for Communications

**Date**

Effective Date: 12-1-1978

Revision Date: 6-17-2003

Revision Date: 6-18-2013

## UNIVERSITY POLICY STATEMENT

It is the policy of Eastern Michigan University that ~~only~~ the President or his/her designee, in consultation with the Department of Public Safety and the Physical Plant, has the authority to temporarily modify class and/or work schedules in the event of extreme weather conditions, including but not limited to snow, freezing rain, floods, and hazardous winds. This decision may include the temporary cancellation of all or part of scheduled academic programs and closure of the University.

~~During an unscheduled closure, certain designated personnel are expected to report for work. For the purpose of this policy, designated employees are defined as Safety and Security officers, Heating Plant employees, Physical Plant Maintenance, Grounds and Custodial employees, Food Service employees (when students are in residence), switchboard employees and any other employees who are specifically requested to report to work by the President or his/her designee.~~

## UNIVERSITY PRACTICE

University practices for implementing this policy include:

1. It is the University's practice to evaluate extreme weather conditions in the context of its responsibility to provide the educational services purchased by students, particularly those who live on or immediately adjacent to campus.
2. ~~The Vice President for Business and Finance, utilizing information gathered by the departments~~ The Department of Public Safety and the Physical Plant, will advise the President or his/her designee of regional weather conditions and advisories affecting vehicle and pedestrian mobility. In addition to campus roads, walkways, and parking lots, regional streets and highways and local weather reports will be monitored ~~in working with through the~~ Washtenaw County and State Police agencies.

## EXTREME WEATHER POLICY

In the event the President or his/her designee elect to modify class or work schedules, the Division of Communications will be immediately notified. The Division of Communications will:

- Send an emergency text message to those who have registered for emergency alert updates.
- Send an all-University e-mail message to EMU students and employees.
- Send notice via EMU's official main social media channels.
- Notify WEMU (89.1) and other local media.
- Post on the EMU home page (www.emich.edu).
- Post on digital campus signs.

The cancellation of programs at off-site locations, athletic events and special events will be made on a case-specific basis and will be announced on the EMU home page and campus closures page.

information will be immediately conveyed to the following campus departments:

~~EMU Department of Public Safety 487-1222~~

~~EMU switchboard 487-1849~~

~~WEMU-FM (89.1) 487-2229~~

~~EMU News line (Dept. of Public Information) 487-2460~~

~~The department of Public Information will also attempt to have the information broadcast over local radio stations, such as WJR (760-AM), WAAM (1600-Am) and WTKA (1050-AM).~~

~~However, any doubt regarding the status of University operations should be confirmed by contacting the above listed campus departments.~~

~~The EMU department of Public Safety will be responsible for entering school closing information into the Law Enforcement Information Network (LEIN) System, which includes, among its subscribers, various television and radio stations in the state of Michigan.~~

In the event that class/work schedules are not officially cancelled due to poor weather conditions, but an employee is unable or elects, because of personal safety concerns, not to report to work: the employee must notify his/her immediate supervisor as soon as possible of their intended late arrival or absence.

In the event that class/work schedules are officially cancelled due to poor weather conditions: employees who are not required to report for work and/or who have reported for work and are later sent home, shall be paid in accordance with the terms and conditions of their respective collective bargaining agreement. Non-bargained for employees will be paid in accordance with the department of Human Resources' policy regarding closure of the University.

### **RESPONSIBILITY FOR IMPLEMENTATION**

The President of the University or his/her designee has the overall responsibility for implementation of this policy. The management of the policy is with the Vice President for Communications. ~~Business and Finance in conjunction with the Executive Vice President who provides oversight to the Human Resources and Public Information departments.~~

### **SCOPE OF POLICY COVERAGE**

This policy applies to all University employees and students.

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