

**EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
REGULATION NO. – AR- 6.3**

TITLE: **NOTIFICATION DURING AN INCLEMENT WEATHER OR EMERGENCY SITUATION**

GENERAL SUMMARY STATEMENT OF ADMINISTRATIVE REGULATION PURPOSE: This regulation describes the process by which employees, students and the public are notified when classes are cancelled or the College is closed due to inclement weather or an emergency situation.

EFFECTIVE DATE: **OCTOBER 29, 2015; APRIL 22, 2005; SEPTEMBER 6, 2022**

PROCESS:

DEFINITIONS: For consistency, the following definitions are to be used when relaying announcement information with regard to schedule changes.

Classes Cancelled: Classes are not being held during the announced timeframe. Administrative offices are open and staff is expected to report for work.

College Closed: Classes are not being held during the announced timeframe. Administrative offices are considered closed and staff is not expected to report for work.

Open at: Classes will begin at a delayed start time. If a class falls in between the timeframe, students and instructors will not report to class.

Closed at: Classes will end at an earlier time than the normal dismissal time. Instructors will make up instruction time if the time is during their class time.

STATEMENT: This regulation is intended to identify the process for notifying students, faculty, staff and the general public of changes in the work and class schedules due to an inclement weather or emergency situation. Eastern staff will be notified of operating changes or closure of the administrative offices through contact with a President’s Cabinet Member or designee during activation of the school messenger.

Appropriate staff contact information will be maintained and posted to the Shared File. A list of media contacts will be updated annually and distributed to the President’s Cabinet.

According to Constitutional and statutory provisions, all college employees are expected to report to work as scheduled during inclement weather, unless the **Governor** or **the Governor's designee**, issues a declaration closing all affected State owned or operated facilities. The President *does* have the authority to cancel classes as necessary in response to an emergency brought about by inclement weather, provided that the missed instructional time is made up in accordance with institutional academic policies.

When these situations occur, students, faculty, staff and the general public are encouraged to tune to media identified below for cancellation information regarding classes, events or meetings. Cancellation information may also be found at the Eastern website, www.easternwv.edu or at www.cancellations.com. In the event that an off-campus instructional facility (i.e. high school, vocational school, etc.) is closed, Eastern's classes in that facility will not be held. However, faculty will need to inform their students of any variance. When classes are cancelled, faculty members are required to make up lost instructional time.

MEDIA NOTIFICATION:

The President's Cabinet members will share the responsibility of notifying the media of changes to Eastern's regular schedule. The webmaster is responsible for updates to the Eastern site and [cancellations.com](http://www.cancellations.com).

STAFF NOTIFICATION:

The President should advise employees to use their best judgment in determining whether or not they are able to travel to work during severe inclement weather/emergency situation. If travel conditions prevent certain employees from reporting to work as scheduled, they must notify their supervisors and agree upon alternate work locations or work-from-home assignments. Supervisors may exercise their discretion to track work-from-home assignments and/or approve flexible schedules that allow time lost from work to be made up if such arrangement does not disrupt the operation of the work unit. However, if none of these options is viable, employees will have to use annual leave or accrued compensatory time for the time absent from work, just as they would for any other day off. Employees are not allowed to use sick leave in lieu of annual leave or compensatory time for purposes of inclement weather/emergency closures.

Institutional emergency plans should designate essential employees who are required to be on site during specifically delineated emergency situations (i.e., severe inclement weather, utility failures, burst pipes, failed HVAC systems, etc.). Such essential employees may include, but

are not limited to, campus police officers, maintenance crews, groundskeepers, and key facility and/or information technology personnel whose presence is required to ensure the safety and protection of institutional facilities and critical equipment and systems. However, under appropriate circumstances, employees who have been designated as essential, but who are not required to respond to the emergency, may be given alternative work assignments by their supervisors if so directed by the president or the president's designee. In this context, essential employees are those employees who are designated as such by their employing institution. Under no circumstances shall comparable time off or pay calculated like holiday premium pay be provided to an employee who worked as scheduled during an inclement weather situation, whether that employee worked on campus or from home or another approved alternative location.

When Inclement Weather/Emergency Situation Occurs During the Work Day: The decision to cancel classes will be determined through consultation among the President and the Deans. Once the decision has been made, staff members are to be notified by his/her supervisor and/or the school messenger system. The President's Cabinet will make the appropriate media calls, and the announcement will be posted to the Eastern website, social media and Cancellations.com. Signage will be posted on exterior doors to indicate the change in schedule. Appropriate calls will be made to part-time/evening personnel regarding changes.

When Inclement Weather/Emergency Situation Occurs While the College is Closed: The decision to cancel classes will be determined through consultation among the President and the Deans. The decision to close the college will be made as early as possible in the morning to provide time for the school messenger service to be activated and contacts to be made prior to faculty and students departures from home.



DR. THOMAS STRIPLIN, PRESIDENT

09/26/2022

DATE