



Emergency Short Term Closing Policy

The university may be officially closed because of inclement weather, natural or public disasters, energy system failures or other similar emergencies. University closing information will be available by phone at (216) 397-4666. Community websites such as <http://www.cleveland.com> or <http://www.newsnet5.com> will also have information about the latest closings.

When the university is closed, all university activities will be suspended and all offices closed; only authorized and necessary personnel will be required to report to or remain at work.

When a decision is made during the day to close the university, the vice presidents and the public affairs office will notify department supervisors, who will notify employees. In an emergency, decisions will be communicated by the most effective and efficient means possible. The urgency of a situation may demand that decisions be made quickly. Furthermore, depending on the type of event, the instructions of local, state or federal law enforcement, and/or health and safety officials may take precedence over university policies or practice.

Compensation During Short-Term or Emergency Closing

Employees on previously scheduled sick leave or pre-approved vacation or personal time are required to report the closed time on their timesheets as previously scheduled or pre-approved. Otherwise, full-time employees will be compensated at their normal pay rate during short-term or emergency closings. Part-time employees will be compensated only for the time they were scheduled to work if the university closes for an emergency or short-term. Should the university be closed for more than two (2) days, decisions about pay and work schedules will be made based on the nature of the emergency.

Inclement Weather-Late Arrivals or Early Departure

When road conditions may be hazardous due to inclement weather, employees may arrive late or leave early to avoid the hazardous conditions. Supervisors are strongly encouraged to adjust non-exempt employee work schedules, either by extending that workday or allowing for the makeup of time missed during that pay period. Employees who believe they cannot report for work because of the inclement weather and who are unable to make up the time missed may report the day as vacation or personal time.

Revised Date: 03/10/2006