

**Policy Number:** 02.037

**Policy Title:** Inclement Weather and Emergency Closings **Policy**

**Type:** Employee Handbook

**Governing Body:** Senior Leadership Team

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## **Inclement Weather and Emergency Closings**

**INCLEMENT WEATER** - On days when the College is declared closed by the V.P. of Operations, in consultation with the Director of Physical Plant and Director of Public Safety, due to inclement weather (ice, snow, blizzards, freezing temp), full-time and part-time employees are paid for their regularly scheduled hours at their regular hourly wage rate. Closing will be decided by 5 am, and closing information will be sent via the Emergency Notification System, which will be in the form of cell phone text message (provided the employee has signed up for this service through Public Safety) and Antioch College email message. Local media (radio and/or television stations) will be asked to broadcast notifications of the closing as well.

The College will be declared closed if there is a County Level 2 or 3 snow emergency in Greene County. The College will also be declared closed if an extreme wind chill is advised of -30 degrees or more in Greene County.

If you live in a county that has a level 2 or 3 snow emergency and Greene County does not, you may elect to stay at home if you are concerned for your safety in traveling. If this is the case and you choose to stay at home, the following will apply:

- You will notify your immediate supervisor of your intent to stay at home as soon as possible.
- You will be required to provide proof that your county of residence was under a level 2 or 3 snow emergency (i.e. newspaper report, Facebook post, TV notification screenshot, etc.).
- You will not be required to use a vacation day for the absence.
- This should be a rare instance and should be discussed and approved in advance by your Supervisor annually as we approach the winter season.

### **Snow Emergency Levels ([weatersafety.ohio.gov](http://weatersafety.ohio.gov)):**

**LEVEL 1** – Roadways are hazardous with blowing and drifting snow. Roads are also icy. Drive very cautiously.

**LEVEL 2** – Roadways are hazardous with blowing and drifting snow. Only those who feel it is necessary to drive should be out on the roadways.

**LEVEL 3** – All roadways are closed to non-emergency personnel. No one should be driving during these conditions unless it is absolutely necessary to travel or a personal emergency exists. All employees should contact their employers to see if they need to report to work. Those traveling on the roadways may subject themselves to arrest.

On days when the College is forced to close prior to its normal closing time, individuals who would be working during the remaining hours are compensated for these hours at their regular hourly wage rate, as if they had been at work. (This includes only those employees who were actually working that day and does not affect in any way individuals who are sick, on vacation, or on approved leave). On such days, Antioch may ask some individuals to remain and finish jobs or undertake tasks that need to be

done as a result of the situation. Individuals stay, however, only at the request of a Supervisor. In such cases, compensation for hours worked beyond the announced closing time and in excess of 40 hours per work week, will be paid at the overtime wage rate and will be in addition to the employee's regular wages for hours prior to the normal closing time.

On days, or times, when the College is open but weather makes it difficult for individuals to arrive on time, Supervisors have the discretion to not discipline employees arriving late. Individuals who fail to make it to work due to the inclement weather must use vacation time in order to be paid for such time. Sick time **may not** be used in such situations. Supervisors are encouraged to be sensitive to requests by staff employees to leave work early due to worsening weather conditions; however, employees must use vacation time in order to be paid for hours not worked, or make up the hours within the same pay period if possible.

Employees in essential operational roles (i.e. Public Safety, Facilities/Maintenance, Kitchen staff) may be required to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay for the hours normally worked, plus a comparable amount of pay or time off computed at their hourly rate for all hours actually worked.

**EMERGENCY CLOSINGS** - At times, emergencies such as severe weather, fires, power failures, flooding, tornado, or earthquakes, can disrupt college operations. In extreme cases, these circumstances may require the closing of part or all of the College. In the event that such an emergency occurs during non-working hours, closing information will be sent via the Emergency Notification System, which will be in the form of cell phone text message (provided the employee has signed up for this service through Public Safety) and Antioch College email message. Local media (radio and/or television stations) will be asked to broadcast notifications of the closing as well.

Employees in essential operational roles (i.e. Public Safety, Facilities/Maintenance, Kitchen staff) may be required to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay for the hours normally worked, plus a comparable amount of pay or time off computed at their hourly rate for all hours actually worked.

When operations are officially closed due to emergency conditions, the time off from scheduled work during the initial two (2) days of the emergency period will be paid. Thereafter the College will determine on a case by case basis how to treat any additional days of closing.