



ADMINISTRATIVE UPDATE

FROM: Connie S. Webb
Vice President for Administration

DATE: 9/5/07
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TO: The College Community

SUBJECT: Weather Emergency Policy

This is a reminder about the College's policy regarding snow or other weather-related emergencies.

As you know, only the Governor has the authority to close State offices or excuse employees from reporting to work. However, in the event of a snow or other weather-related emergency, when conditions are severe enough to disrupt transportation or endanger the health and safety of employees, the President or his designee may ask the local media to broadcast an advisory indicating that classes are cancelled and/or that only essential employees are to report to work. Efforts to communicate the advisory through other sources, such as campus e-mail and/or a notice on the ESF homepage, will also be made. In addition to University Police, other employees whose services are identified as essential in order to deal with the specific emergency will be contacted by their supervisor or by the University Police Office if they are to report to work. All other employees must charge weather-related absences to appropriate leave accruals.

When classes are in session, the College is responsible for providing services to students. Those employees unable to report to work because of hazardous roads or other conditions which make it inadvisable to travel should contact their supervisors and must charge their absence to appropriate leave accruals. Per the College's policy on Office Coverage (see Administrative Update #2007-3), Unit Heads should confer with the appropriate Vice President regarding minimum staffing levels and/or office coverage during weather-related emergencies.