



COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

## INTERIM Inclement Weather Policy

### Policy Number [X-XX]

Commonwealth University of Pennsylvania

Approved by University Senate, [Date of Approval]

Revised [Date of Revision]

Responsible Office: [Insert Division or Office]

### 1. Purpose

To ensure consistent and orderly processes for shifting campus operations and learning in response to inclement weather or other conditions.

### 2. Scope

2.1.1. This policy applies to all members of the Commonwealth University of Pennsylvania community, including students, faculty, and staff. Students participating in off-campus learning experiences as part of their educational experience should follow the protocols set forth by the partner site. For decisions related to athletic events and practices, refer to the CU Athletics Policies Manual.

### 3. Definitions, Roles, and Responsibilities

#### 3.1. Definitions

3.1.1. **Campus Closure:** In severe weather or other conditions, one or more campus locations may be designated as closed. This means the designated physical campus(es) is closed for business, traditional in-person instruction, and extracurricular activities.

3.1.2. **Compressed Schedule:** Classes and/or administrative offices for all campuses begin at a later time than usual.

3.1.3. **Designated Online Only Degree Programs:** Programs that deliver their full curriculum online.

3.1.4. **Essential Employee:** An employee who is designated as required to work when a campus or university closure is declared or liberal leave is authorized.

- 3.1.5. **Faculty Member:** A person employed at CU covered by the APSCUF collective bargaining agreement.
- 3.1.6. **Incident Team:** Comprised of the Chief Facilities & Safety Officer (or designee), Provost (or designee), Campus Administrator(s) (or designee), and AVP of Human Resources (or designee). The Incident Team will determine the operational status of each campus.
- 3.1.7. **Liberal Leave:** Liberal leave may be authorized for an entire campus or any part of a campus in response to inclement weather or other conditions. When declared, staff may use annual, personal, or compensatory leave for any hours not worked in their scheduled workday. Supervisors must approve leave requests.
- 3.1.8. **Telework:** conducting regular work duties at home for all or part of the employee's regular workday. Telework agreements must be approved in advance by an employee's supervisor, in accordance with applicable guidance or policy.

### 3.1. **Roles and Responsibilities**

- 3.2.1. **Incident Team:** Determines and announces the operational status of classes/administrative offices and campus operations (Normal Operations, Compressed Schedule, or Closure and any liberal leave status) based on weather conditions, safety considerations and local advisories. This decision will be made and announced as soon as possible.
- 3.2.2. **Office of Strategic Communications:** Distributes official notifications through the university website, email, and alert systems.
- 3.2.3. **Office of Human Resources:** Responsible for identifying and communicating essential employee designations annually.

## 4. **Policy**

- 4.1. During inclement weather or other conditions, the Incident Team will determine the appropriate operational status for each campus, which may include a University Open, Compressed Schedule, or Closure.
- 4.2. **University Open**
  - 4.2.1. Each campus may remain open with modifications.
  - 4.2.2. Liberal leave may be designated. Essential employees are expected to work during periods of liberal leave.
- 4.3. **Compressed Schedule**

- 4.3.1. If a Compressed Schedule is designated, all CU campuses will follow the same compressed schedule uniformly, unless conditions warrant closing a specific campus.
- 4.3.2. The compressed schedule will be posted on the University's main webpage.
- 4.3.3. Liberal leave may be designated. Essential employees are expected to work during times of liberal leave designations.
- 4.3.4. Employees with approved telework agreements are expected to work from the approved alternative worksite or will be required to submit leave. If it is a compressed schedule, offices open at the time of the compressed schedule. Employees with approved telework agreements should consult their supervisor for their work location.
- 4.3.5. A change of modality is acceptable to provide flexibility for students and faculty regarding technology issues. Faculty may adjust their instructional modality as necessary and, in addition to emailing the class, faculty should post their plans in the announcement section of their Learning Management System for students to review. Faculty are also encouraged to include a statement in their syllabus about the inclement weather policy.

#### 4.4. **Campus Closure**

- 4.4.1. If a campus or campuses are closed for business, either in advance or after the workday has begun, traditional in-person instruction and extracurricular activities will be cancelled.
  - 4.4.1.1. The status of evening classes will be communicated to the University and on the website.
  - 4.4.1.2. On-campus activities at the impacted campus may be modified, limited, or cancelled at the discretion of the associated Vice President and will be communicated to the University and on the website.
- 4.4.2. Designated Online Only Degree Programs will operate normally where possible. Faculty may consider the options for online courses below.
- 4.4.3. Online courses may continue as scheduled, and faculty may consider one of the following options to meet their classroom responsibilities:
  - 4.4.3.1. Rework existing class sessions to cover required material;
  - 4.4.3.2. Identify an alternative time to meet for required activities (labs, etc.);
  - 4.4.3.3. Provide an alternative asynchronous assignment for students; or
  - 4.4.3.4. Change the modality to hold the class online at the normally scheduled time.

#### **4.5. Telework**

- 4.5.1. If a closure is declared, employees with approved telework agreements are expected to work from the approved alternative worksite or will be required to use approved leave (full or partial day).
- 4.5.2. Employees who do not have a regularly approved telework agreement may work with their supervisor on an annual basis for a weather or other related telework agreement that allows the employee to work from an approved alternate worksite to avoid taking leave for closures.

### **5. Procedures, Standards, and Guidelines**

- 5.1. *Interim* Inclement Weather Procedure [\[Link\]](#)

### **6. Compliance and Enforcement**

- 6.1. XXX

### **7. Additional Information**

#### **5.1 Supporting Documents**

- 5.1.1 Inclement Weather Compressed Class Schedule [\[Link\]](#)

#### **5.2 History**

- 5.2.1 This policy and the related procedure replace the Commonwealth University Inclement Weather Protocol ([Inclement Weather Protocol | Commonwealth University](#))
- 5.2.2 Effective Date – [Date Issued by the Office of the President as an Interim Policy]
- 5.2.3 Revised – N/A
- 5.2.4 Next Review Date - [Date of Revision]

#### **5.3 Related Policies - [PRP 5201 – Emergency Notification/Response and Evacuation](#)**

#### **5.4 Contacts for Additional Information and Reporting**

Office of Human Resources

[email, phone, contact]