

## **BUSINESS POLICY LETTER**

TO: All Members of the University Community

2008:04

DATE: October 10, 2007

### **INCLEMENT WEATHER POLICY**

(Supersedes 99:09)

#### **I. POLICY**

Ferris State University's Big Rapids campus is a residential student campus and accordingly will always be open to students residing on campus. The Inclement Weather Policy provides for canceling of University classes due to weather conditions at the Big Rapids site, and provides for an employee's inability to report to work due to weather conditions.

#### **II. PROCEDURES**

- A. The decision to cancel classes because of weather conditions will be made only by the President or his/her designee. The official source for information related to closure at Ferris State University is the Office of Public Safety.
- B. Once the decision is made to cancel classes, the Office of Public Safety notifies University Advancement officials, who then inform the local radio and television stations. (Refer to "E" for off-campus location information.)
- C. In the event it is necessary to cancel classes, periodic announcement will be made on area radio and television stations. University officials will make every effort to ensure that such announcements are made as early as possible. It is the student's responsibility to listen for these announcements. A student may also call the Ferris Information Line at 591-5602 to obtain information. Due to the uniqueness of the University's operations, it is quite possible the University will hold classes on days when the public schools in the area are closed.
- D. The University will cancel classes only under the most severe weather conditions.
  1. If academic classes are canceled, employees are expected to perform their assigned responsibilities for the day as usual. If an employee is unable to report to work because of weather conditions, he/she must notify his/her supervisor and take an accrued vacation or an accrued personal day. If the employee has no accrued vacation or personal days, he/she must take a day off without pay. (Refer to "F").

2. A large number of students live on campus and these students are dependent upon Dining Services, Health Center, Telecommunications, Residential Life, Physical Plant, and Public Safety, regardless of weather conditions. It is the University's intent to provide these services and, in addition, make every effort possible to keep the Library, Convocation Center/Wink Arena, Sports Complex, Racquet Facility, and Student Recreation Center open.
- E. Since off-campus credit courses have several unique circumstances related to weather conditions, i.e., travel problems for instructors, closure of public school facilities used for extension courses, etc., the University Center for Extended Learning will have the responsibility for canceling classes, when necessary, at each respective extension site. This includes notifying appropriate University staff.
  - F. Employees are urged to use reasonable judgment regarding their own personal safety. There may be days when, due to isolated weather or road conditions, an employee may determine he/she cannot report to work regardless of whether the University has canceled classes. In that case, the employee must notify his/her supervisor and take an accrued vacation or an accrued personal day if he/she cannot report to work. If the employee has no accrued vacation or personal days, he/she must take a day off without pay. If an employee leaves work early, or arrives at work late, due to weather conditions, he/she must also use accrued vacation or accrued personal time, or take time off without pay.
  - G. If the University elects to close the University to employees because of inclement weather, employees will be paid for their regular shift if they were scheduled to work during the closure. Employees whose work is deemed essential to the operation of the campus and who are required to work during a closure under this policy will be expected to work and will be credited with additional personal leave in an amount equal to half of the time worked during the closure. This policy shall apply only in the case of closure to employees of twenty-four (24) hours or less. If the University elects to close the campus to employees for a period exceeding twenty-four (24) hours, the University may elect not to compensate employees for shifts not worked due to the closure.

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