

BUSINESS POLICY

TO: All Members of the University Community

2014:07

DATE: April 2014

UNIVERSITY CLOSING OR CANCELLING OF CLASSES POLICY (Formerly known as Inclement Weather Policy) (Supersedes 2008:04; 2012:03; 2013:04)

I. POLICY

Ferris State University is a multi-campus institution and therefore this policy has been written in an attempt to contemplate situations in Big Rapids, Grand Rapids, and across the State. The Big Rapids campus is a residential student campus and accordingly will almost always be open to students residing on campus. This policy provides for the delay of or canceling of University classes, closure of the Big Rapids and/or Grand Rapids campuses when conditions warrant it, and for an employee's inability to report to work due to weather conditions.

II. PROCEDURES

- A. The decision to cancel classes because of weather or other conditions will be made only by the President or his/her designee.
 1. Once the decision is made to cancel classes, the Vice President for Administration and Finance or the Office of Public Safety notifies University Advancement and Marketing officials, who then inform the local radio and television stations and post the information on the University's web site and applicable social media sites. (Refer to "5." for off-campus location information.)
 2. In the event it is necessary to cancel classes, periodic announcements will be made on area radio and television stations, the University's web site, and other pre-established communication venues. 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 or look for these announcements. A student may also call the Ferris Information Line at 231.591.5602 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.
 3. The University will cancel classes only under the most severe weather or other conditions.
 - a. 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 "6.").
 - b. A large number of students live on the Big Rapids 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, Student Recreation Center and University Center open.

4. Since our community college locations across the state have several unique circumstances related to weather conditions, i.e., travel problems for instructors, closure of community college or public school facilities used for extension courses, etc., the Extended and International Operations Vice President or his/her designee will have the responsibility for canceling classes, when necessary, at each respective location site. This includes notifying University Advancement and Marketing and other appropriate University staff.
 5. Decisions on weather related delays and closures at Kendall College of Art and Design are made by the President of KCAD or his/her designee. While reserving the right to make an independent decision, these decisions to cancel classes at KCAD are often made to follow decisions made by Grand Rapids Community College (GRCC). In those cases the class cancellation would also apply to the FSU-GR classes held at GRCC.
 6. The Pharmacy program in Grand Rapids will have the same delays or closures as the EIO programs offered at GRCC.
 7. Employees are urged to use reasonable judgment regarding their own personal safety. There may be days when, due to isolated weather or road conditions, or other circumstances, 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. The use of leave time needs to be done in accordance with the applicable Human Resource Policy & Procedure(s) (HRPP).
- B. If the University elects to close the University to employees because of inclement weather, power outages, or other circumstances, employees will be paid for their regular shift if they were scheduled to work during the closure. Employees who are on sick leave or vacation at a time when the University is closed will still be charged their sick or vacation leave time as planned. Employees whose Vice President or his/her designee deem an individual is 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 the time worked during the closure, up to the number of hours of the employee's regular shift. 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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