

Weather and Other Emergency Closing Procedures

Scope: Who is Covered by this Policy?

Employees and Students

Policy

Introduction

Information regarding Miami University operations and other emergency closings is provided below. In the ~~rare situations when events may event conditions~~ require ~~changes a change~~ to the normal University schedule, ~~there are multiple ways~~ University Communications and Marketing will work with Miami leadership to access notify the information campus and emergency procedures using the following methods:

- Miami University website. The official reference is the [University website](#), and/or [myMiami](#). The Miami Regional Campuses website can be accessed here: [Regionals](#).
- Miami Emergency Text Messaging System. You will also receive information via email and through your cell phone if you are signed up for the Miami Emergency Text Messaging System. Check your account annually to verify it is current. To register for the Miami Emergency Text Messaging System, visit [Emergency Text Messaging System](#).
- Radio Stations. The following radio stations will also be given information; however, information sent to them may be edited. Therefore, the University cannot ensure the accuracy of the information provided. Employees should review the information on the University website or emails.

AM Radio Stations	FM Radio Stations
WMOH (1450)	WMUB (88.5)
WLW (700)	WVXU (91.7)
WPFB (910)	WPFB (105.9)
WHIO (1290)	Not Applicable

Emergency Weather Designations

Oxford campus will be designated as (1) open, (2) open ~~but~~ with on-campus classes cancelled, or (3) closed.

If the University is designated as open with on-campus classes cancelled, faculty are encouraged, if possible to conduct their classes using alternative modalities and available technologies. In those circumstances, the Instructor will determine which modality, if any, will be used (remote synchronous or asynchronous class meetings and/or alternative assignments) in alignment with course objectives, resources, and available technologies to maximize student learning and encouragement. Instructors should include any planned alternatives (if any) for such a designation in the course syllabi and students should familiarize themselves with the expected alternatives. Since extenuating circumstances surrounding any emergency event will vary, faculty are expected to reach out to their students to keep them informed regarding their courses after any University announcement that changes the normal schedule.

If the campus is closed, only essential weather emergency staff are required to report to campus to work. Please note, most times when it is announced that classes are cancelled, the University is open and staff are expected to report to work. Departments that need staffing during a weather emergency should do two things:

1. Be sure staff know if they are designated as essential staff; and,

2. Be sure staff know that they are not designated as essential staff and are not to come in during a weather emergency unless told to do so. Weather emergency situations may require more or less staff depending on factors like students in the residence halls, the extent of weather damage, and the availability of electricity. Employees must receive directions from their supervisor, prior to any emergencies, regarding how they will know whether to come in or not. Employees who come in ,but who are not designated essential staff, will not receive severe weather pay.

StaffEssential staff who are not able to report when required are expected to follow the normal call-in procedure. Failure to call in is considered a no-call/no-show; the employee will not be paid for that day and will incur an occurrence under the attendance policy.

When the University is open, all employees are expected to report for work. If weather prevents an employee from reporting (s)he is expected to follow the normal call-in procedure. ~~Failure~~For classified staff failure to call in is considered a no call/no-show; ~~the employee.~~ The classified staff member will not be paid for that day and will incur an occurrence under the attendance policy.

~~Employees are required to request vacation, comp time, or personal time in advance.~~
IndividualsStaff who call off due to weather conditions when the University is not closed may be denied pay for that day.

Two hours after the University closes and two hours before the University opens is considered transition time. Selected transitional staff may need to be on site to lock/open the buildings and prepare for business. Transitional staff will be identified by their supervisor prior to any weather emergency.

When the Oxford campus is closed all facilities are closed, this includes the libraries, Goggin, the Recreational Sports Center, etc. There are some special considerations:

- If an *intercollegiate athletic event* is scheduled, the Athletic Director will confer with the President to determine whether or not the event will be cancelled.
- If a *creative arts event* is scheduled, the Director of the Performing Arts Series will confer with the Provost and President to determine whether or not the event will be cancelled.

If a weather emergency occurs during finals week, the Provost and President will determine whether or not the libraries will remain open.

The following designations (Plan A and Plan B) apply to the Hamilton and Middletown campuses and the Voice of America Learning Center.

- ~~1. Plan A. Classes are canceled but all staff report as usual. When classes are canceled, all staff are expected to report to work as scheduled. University staff who are unable to report to work due to adverse weather and road conditions should notify their supervisors as soon as possible. Classified staff who are tardy in reporting to work or unable to report to work: may use available vacation; compensatory time, or personal leave time; make up the lost time during the current payroll period; or take the time without pay. If the time lost cannot be made up in the current pay period, it can be made up in the following two (2) pay periods as overtime equivalent. Unclassified administrative staff who are unable to report to work must use vacation for a half day or more. It is important to remember that a decision to cancel classes does not constitute a closing of campus.~~
- ~~2. Plan B. Campus is closed but weather emergency staff report as usual. Weather-emergency staff are those designated as such in the police department, physical facilities department, telecommunications, and others who are designated as "weather emergency staff." All other faculty and staff are asked not to come to campus. All classified employees who are designated as weather emergency staff are required to report to work and will receive their regular rate of pay during their shift plus the adverse weather premium pay. Those employees who are not required to report will be paid for their regularly scheduled hours. Unclassified administrative staff will receive their regular pay.~~

Early End to the Work Period Due to Inclement Weather Conditions

When actual or impending road conditions warrant, the President, or designated representative, may give approval for all non-weather-emergency staff to leave early. Classified employees who choose to leave early may, with the approval of their supervisors, use available vacation, compensatory, or personal leave time; make up the lost time during the current payroll period; or take the time without pay.