



Campus Closing due to Inclement Weather	
Responsible Official: Chief Operating Officer	Responsible Office: Office of Administration

Policy Purpose

This policy specifies the institutional response plan to local and regional inclement weather conditions.

Policy Statement

East Tennessee State University (ETSU) will communicate with the campus community in the event of a closure, suspension of activities, or delayed opening.

I. Closure, Suspension, or Delayed Opening.

The President, Chief Operating Officer (COO), or the President's designee may officially delay opening, close, or suspend selected activities of the university due to weather conditions. All staff are expected to report to their specific work locations by the set opening time if safe to do so. When a decision to close is made, information is distributed to the campus community, shared with local media, and posted on etsu.edu.

A. Closure.

If ETSU closes early, all instruction and campus activities will conclude at the designated time and should not extend beyond that time.

B. Delayed Openings.

In the event of a delayed opening, the President, COO, or the President's designee will determine a specific time of opening and that information will be distributed to the campus community, shared with local media, and/or posted to the ETSU webpage.

All faculty and staff are expected to report to their specific work location by the designated opening time. Students are expected to report to their regularly scheduled class only if there are thirty or more minutes remaining in the session. In a delayed opening, all classes scheduled

prior to the set time of opening and those that have less than thirty minutes remaining are canceled for the day.

C. Off-Campus Sites and Activities.

Decisions related to delayed openings and closures of Off-Campus Sites and Activities will follow the policies and procedures of those site locations. Off-Campus Sites and cohort programs meeting in school or community college facilities will follow the inclement weather policies of the local school system or community college in which the class or activity is held. All ETSU health clinics should exercise discretion with safety being a paramount consideration, as well as considering the needs of their patients and employees. The clinic director is responsible for making the determination regarding any delays or closures.

II. Essential Activities.

During university closing, certain essential functions such as campus dining, Facilities Management, and Public Safety will continue to operate. The Office of Administration will coordinate with health clinics, the library, the Center for Physical Activity, and Dining Services regarding amended hours of operation.

III. Travel.

ETSU recognizes safe passage conditions vary for faculty, students, and staff depending upon the geographic regions from which they may be traveling. As such, it is the responsibility of each person to determine if safe travel is possible.

IV. Employee Responsibilities.

When ETSU remains open, all faculty, administrators, and staff are expected to make every reasonable effort to maintain their regular work schedules; however, they are advised to avoid undue travel risks. Employees who anticipate arriving late or not arriving at work must notify their immediate supervisors. Employees have the option of charging their time off to annual leave, leave without pay, or with approval they may make up their lost work hours. Graduate assistants, interns, volunteers, etc. should contact their supervisors regarding their work schedules.

V. Student Responsibilities.

Students will be responsible for any academic work they miss due to absences caused by severe weather conditions or threats to campus. It is the student's responsibility to make up any missed work, and it is the instructor's responsibility to provide a reasonable opportunity for students to complete assignments or exams missed due to such absences.

VI. Online Courses.

Asynchronous Online Courses are not affected by university schedule changes due to inclement weather or threats to campus. The instructors in these courses are responsible for any modifications in course deadlines, assignments, or other requirements in an online course. Students should contact their instructor for guidance in these situations.

Synchronous Online Courses follow the announced schedule changes due to inclement weather.

VII. Delayed Opening or Emergency Closing Pay.

In the event of a delayed opening or a closing, full-time and part-time Regular Employees on the active payroll who are scheduled to work during the declared times of closing will be granted time off from work with pay. Employees who are not scheduled to work will not be paid for the emergency closing. If an emergency closing has not been declared due to inclement weather and an employee is prevented from reporting to work for their normally scheduled working hours, annual leave or leave without pay will be charged; or, the employee may be allowed with institutional approval to make up the time lost. Regular part-time employees will be affected on a pro-rata basis in each of the provisions listed above.

Authority: Focus Act § 49-8-203, et.seq.

Previous Policy: PPP-28 Inclement Weather Policy; Inclement Weather Policy for Students in Online courses; PPP-14

Defined Terms

ASYNCHRONOUS ONLINE COURSES Courses that meet online, but do not meet at the same day and time as an on-ground section.

OFF-CAMPUS ACTIVITIES AND SITES Programs and/or classes which meet in locations or buildings off the main ETSU campus. E.g. – Chattanooga, Sevierville, etc.

REGULAR EMPLOYEE Personnel whose salary and benefits are budgeted on a recurring basis whether through grant or state funds, who are employed on a continuing basis, and who are eligible for full benefits (pro-rated based on percentage of effort). The Employee Classification policy provides information on types of regular employees.

SYNCHRONOUS ONLINE COURSES Courses that meet online at the same day and time as an on-

ground section or courses that meet solely online at the same day and time.

Policy History

Effective Date:

Initial:

Revision:

Procedure

Effective Date:

Initial:

Revision:

Related Form(s)

Scope and Applicability

Primary:

Secondary: