



Policy Owner:	Office of Public Safety
Applicability:	Faculty and Staff
Revision Date:	December 1, 2024

Severe Weather Policy

Policy Statement:

Salve Regina University is fully committed to the safety of our campus community. As a residential campus, we carefully balance the essential services we provide our students and staff with the need for altered schedules during severe weather conditions. In general, it is the University's policy to maintain university operations during times of inclement weather unless the university determines that the weather conditions are very hazardous or in the event of a state of emergency. In these cases, the university may delay opening, close our administrative offices and/or cancel classes.

Policy:

In weather-related emergencies, the Office of Public Safety and the University Provost, in consultation with the President's Office, have the authority to make the determination regarding the closing or delaying of University operations.

In addition, the Office of Public Safety will consult with and/or monitor the following:

- University Grounds Department
- The RI Bridge and Turnpike Authority
- National and local weather forecasts
- Local police departments (Aquidneck Island)
- Other local, state, or national entities deemed necessary in order to make an informed operational decision.

The University's status will be distributed to the community at one of the below listed levels of operation. All closures or delays are communicated through either our SALVE ALERT Emergency Notification System (ENS), community-wide email, Salve Regina website and/or Salve Regina social media.

Communications

The SALVE ALERT is designed to reach all students, faculty and staff during severe weather conditions using text, telephone and email alerts. The Office of Public Safety will use this system to broadcast vital information in case of an emergency situation or severe weather-related advisories. Community-wide email may also serve to notify segments of our population when the level of severity does not warrant activation of the ENS. In order to receive the SALVE ALERT, students, faculty and staff must submit their current contact information via their Salve portal. Should there be a delay or cancellation of operations, the University will make every effort to broadcast notifications by 6 am. In addition, authorized announcements may be made over the following broadcast systems, depending upon the University's current level of operation:

- Rhode Island Broadcaster's Association (RIBA)
- Television stations and their websites - Providence
 - WPRI-TV CH 12
 - WJAR-TV CH 10
 - WLNE-TV CH 6

The following messages related to the level of University operation may be disseminated via the SALVE ALERT (ENS), community-wide email, Salve Regina website and/or Salve Regina social media.

- **The University is under Full Operation** - on campus offices open and classes scheduled as normal.
- **The University is under Limited Operation (delayed opening)** - In-person classes have been delayed until (time). On-campus offices will open as of (time). Employees should report to campus on time or at a specified opening time.
- **The University is under Limited Operation (closing early)** - In-person classes have been canceled as of (time). On-campus offices will close at (time). Only essential personnel remain on campus.
- **The University is under Suspended Operations** - In-person classes canceled, on-campus offices closed, residence halls open. Only essential personnel report to work on campus.

In certain situations (typically during Suspended Operations), SALVEtoday may also be used to communicate continuous updates regarding campus resources, event cancellations, delays and new hours. If there is no alert message or announcement on the University website, the University is open as usual.

Levels of Operation

Full Operation –All classes in session and on-campus offices open

In weather conditions where the University is open and remains in full operation, there will be no office closures. During Full Operation status, all classes will be in session unless specifically canceled by the faculty member. Faculty are responsible for communicating canceled classes to their students and departments.

Limited Operations – Start of in-person classes and opening of on-campus offices delayed

In severe weather where the local conditions prohibit safe travel during early stages of the day, the University may choose to delay the start of in-person classes and the opening of offices. This decision will be made in accordance with this policy. When the University is delayed, a message will be broadcast via the SALVE ALERT, as well as other approved methods of communication. At times, the McKillop Library and the Rodgers Recreation Center may be open and staffed during Limited Operation status.

Limited Operations –In-person classes cancelled/on-campus offices closing early

In severe weather where the local conditions will prohibit safe travel during future stages of the day, the University may choose to close on-campus offices and/or to end in-person classes early. This decision will be made in accordance with this policy. When the University closes early, a message will be broadcast via the SALVE ALERT, as well as other approved methods of communication.

Suspended Operations – In-person classes cancelled/on-campus offices closed for day

In severe weather where the local conditions prohibit safe travel the University may choose to cancel in-person classes and close on-campus University offices for the day. This decision will be made in accordance with this policy. When the in-person class cancelled/on-campus offices closed for day, a message will be broadcast via the SALVE ALERT, as well as other approved methods of communication.

Essential Personnel

Staff Working in Essential Service Areas (“Essential Personnel”)

The offices that are required to remain open on campus and the level of staffing needed will depend upon the type and severity of the situation, and whether students or others are present on campus. Generally, Public Safety, Facilities, Grounds, Dining and Housekeeping Services provide essential services and employees in those offices will be required to work during limited and suspended operations. Other services may be essential dependent upon the nature, scope and timing of the situation. For instance, during the academic year, when students are on campus, staffing from the following offices may be needed:

- Athletics
- Health Services
- McKillop Library
- Residence Life
- Student Engagement
- Technology Services Center
- Shuttle Services

Supervisors in these essential services areas will need to establish appropriate procedures and protocols and instruct essential employees in advance regarding their obligations during inclement weather or other emergencies.

Staff Working in Non-Essential Service Areas

In general, staff in non-essential service areas are expected to be available and work remotely to the best of their abilities during limited and suspended operations in order to maintain and deliver services during times of inclement weather. As such, staff should proactively consult with their supervisor about moving to remote work for the day during a weather-related event or proactively when severe weather is anticipated.

Faculty Options for Addressing In-Person Class Cancellations

While course delivery may be altered by unexpected events such as severe weather, instruction will continue, and the learning goals will remain. In the case that in-person classes are cancelled faculty members have multiple options at their discretion as noted below:

- Utilize a remote modality to continue instruction.
- Schedule a make-up date for the in-person class, if student availability permits.
- Post a recorded lecture or additional reading assignments.
- Provide alternatives for in-class learning participation. E.g., utilize an online discussion board, allow students to submit video of themselves speaking about a topic, practicing a language, or performing a skill.

Regardless of the option chosen faculty are expected to inform students of the plan by email with as much prior notice as possible.

Use of Personal or Vacation Leave Time

When a staff employee elects to be absent from work for the day due to inclement weather and the University remains open, the time off will be charged to either personal or vacation leave, (if available), after notifying the supervisor. A staff employee who is on vacation, sick leave, or other paid time off when an inclement weather closing occurs, will still be charged for that time; no full or partial adjustment to the existing time off will be made.

Payment of Overtime

Any non-exempt staff employee who works during University closings, delays or early releases will be paid overtime in accordance with the Overtime Policy. Overtime wages are paid at one-and-one-half times the employee's regular pay rate for "eligible" hours worked in excess of forty in one week. Eligible hours used to calculate overtime are actual hours worked, plus approved vacation and personal leave, but excludes other earnings.

Additional Time off for Essential Employees Working on Campus in Response to a Severe Weather Event, When On-Campus Offices Have Been Closed

Salve staff working in essential service areas who are required to work on campus during University delays, early releases or closings to perform duties related to a severe weather

incident such as campus safety, storm clean up and student support, will receive an equal amount of time off (up to 8 hours) to be used at a later date. Supervisors are responsible for providing and tracking this time.

All employees are reminded to consider road and weather conditions before traveling and use personal judgement. University members should always consult with supervisors if special circumstances exist, necessitating an absence from work. Everyone is asked to please drive safely and leave adequate time for travel. The safety of the Salve Regina community is always our first priority.