



<b>Policy Owner:</b>	Office of Safety and Security
<b>Applicability:</b>	Faculty and Staff
<b>Revision Date:</b>	January 26, 2023

## 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. Our general practice is to keep the University open unless local conditions and overall safety are a concern, at which time we may occasionally delay opening, close our administrative offices and/or cancel classes.

### **Policy:**

In weather-related emergencies, the Office of Safety & Security 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 Safety & Security 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 Safety & Security 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 cancelation 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 CH10  
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** - open and scheduled as normal.
- **The University is under Limited Operation (delayed opening)** - will have a delayed opening. In-person classes at the Newport campus have been delayed until a specified time. All staff should report on time or at a specified delayed time.
- **The University is under Limited Operation (closing early)** – offices will be closing at (time). All in-person classes have been canceled as of (time).
- **The University is under Suspended Operations** - offices closed, in-person classes canceled, residence halls open. Only essential staff report to work.

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.

### **Levels of Operation**

#### **Full Operation – University 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 – University 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 – University 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 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. At times, the McKillop Library and the Rodgers Recreation Center may be open and staffed during Limited Operation status.

### **Suspended Operations – University closed**

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

### **Essential Personnel**

During periods of limited and suspended operations, the following offices are required to remain operational to support the University. The employees in these offices are considered “essential personnel”.

- Safety and Security
- Grounds/Maintenance/Facilities
- Dining Services
- Housekeeping Services

During the academic year, when students are on campus, essential personnel is expanded to include the following offices, which may need to be staffed:

- Athletics
- Health Services
- Library
- Residence Life
- Gerety Hall Student Center
- Technology Services Center
- Shuttle Services

In consultation with the area Vice President, it is the office supervisor’s responsibility to inform essential personnel of the need to be on campus to assist with operations.

### **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. If an employee has no personal or vacation leave time, he/she may take the day off without pay with the permission of his/her 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 for Working during Administrative Closings and Delays or Emergency Closure**

When, prior to opening for the work day, the University closes administrative offices due to inclement weather, regular staff employees will be paid for their regularly scheduled hours of work. When the University closes administrative offices due to inclement weather during the work day, full-time and part-time employees will be paid for their regularly scheduled hours of work if the employee remains at work until the official release and/or closing time.

Any full-time, non-exempt employee who is required to work during administrative closing, 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 exclude sick and safe leave.

Essential personnel who are required to work during University delays, early releases or closings will receive an equal amount of time off (up to 8 hours) to be used at a later date.

*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.*

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