**INCLEMENT WEATHER CLOSURE**

**OREGON INSTITUTE OF TECHNOLOGY**

Closing the Oregon Tech campus(s) because of inclement weather is a decision based primarily on concern for the safety of students, faculty, staff and visitors. The campus closure procedure is implemented when there is concern that snow or ice may prevent safe use of sidewalks, parking lots and campus roads. Pre-closure consultation, led by the Vice President for Finance and Administration, includes officials in the areas of Facilities Services, Campus Safety, Academic Affairs and Student Life.

**Snow Removal**: Facilities Services is charged with snow and ice removal and treatment. During overnight hours, when inclement weather is more likely to occur, Campus Safety staff is assigned to notify Facilities Services when snow removal is required.

**Closure Consultation**: If Campus Safety and Facilities Services identify safety concerns, Campus Safety will notify the Vice President for Finance and Administration, who will confer with the Facilities Services designee, Provost, Vice President for Student Affairs and other officials as necessary. Weather forecasts are obtained and analyzed. A recommendation is then made to the President to close the campus, to remain open, or to delay the opening. In overnight situations, a decision to close the campus will be made, whenever possible, before 6:30 a.m.

**Notification of Closure**: When the decision is made to close or delay the opening of the campus, there are five forms of notification available to students, faculty, staff and visitors. (1) Klamath Falls radio stations (KFLS, KFEG, KAGO, KLAD) will be notified by the Office of Marketing and Communications; (2) a taped announcement will be posted by Information Technology Services on the Klamath Falls campus switchboard number (**541-885-1000**) that will be accessible to multiple callers at the same time; (3) an announcement will appear on the main page of the Oregon Tech web site; (4) the “OIT Alert” system will produce automated notices of closure; and, (5) previously-established phone calling trees will be activated by members of the Executive Staff.

When the decision is made to close the campus during regular daytime working hours, electronic mail and office phone trees will also be utilized. NOTE: The absence of closing or delay information on radio stations and on the switchboard line means that campus will be open as usual.

**Other Notes**: (1) In the absence of the President, the Vice President for Finance and Administration makes the closure decision. (2) The Vice President for Finance and Administration will inform the city government, Basin Transit Authority and other agencies as required by policy or procedure. (3) The Oregon Tech Wilsonville Campus will operate according to their own similar procedures relating to closure, with the decision being made by the Vice President for Wilsonville, in consultation with the Vice President for Finance and Administration. (4) Oregon Tech programs at ODS/EOU and Chemekata Community College will be subject to closures at those locations. (5) Inclement weather closing is not the same as an emergency or disaster closure, which is not addressed in this procedure.

**Effects on Employees**: (1) **Unclassified employees** (faculty and administrative staff) are on contract appointments and need not account for work time missed due to a campus closure.

(2) **Classified employees** will be subject to the terms of the Collective Bargaining Agreement (Article 63) which allows employees who are at work to be paid for the remainder of the work shift if the campus is closed during their shift and requires employees who have not yet reported to work to use accrued vacation, compensatory time, exchange time or personal leave, or take leave without pay to cover work time missed due to closure. Only those employees, authorized in advance, by their supervisors to work on campus during inclement weather closures will be paid for those hours worked.

**Employees are responsible for using the notification resources prior to reporting for work when conditions exist that might result in a closure.** Classified employees reporting for work after a timely closure announcement is made will be required to use leave time or leave without pay as stated above and will not be credited with appearing for work. Contact Human Resources for any questions on this.

Questions related to the Inclement Weather Procedure should be directed to the Office of the Vice President for Finance and Administration at 541-885-1110 or the Human Resources Director at 541-885-1108.