

MONMOUTH UNIVERSITY POLICIES AND PROCEDURES

Policy Name: Emergency Closing *(formerly the Storm Watch Policy)*
Applies to: All Full-Time Faculty and Employees
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Issued by: Patricia Swannack
V.P. for Administrative Services

Approved by: President & Cabinet

POLICY:

1. It is the University's intent to adhere to the academic calendar. Therefore, during inclement weather (snow storm, hurricane, etc.) the University will be open for business and classes as usual unless the situation warrants the delay or canceling of classes and/or closing of offices. The University may also choose to close due to emergency situations, such as power failures, etc. In order to affect the best possible decision-making process with regard to storm watch and University closings, the procedures stated herein shall be followed.
2. Responsibility: In the event of an emergency or weather situation that requires that the school close, the Vice President for Administrative Services will keep abreast of the developments and notify the President, Vice President for Academic Affairs/Provost, and the Vice President for Student Life and Leadership Engagement. The remaining University Officers will be put on alert. The Provost will make the decision on whether to cancel classes.
3. Notification of an emergency closing will be dispatched utilizing as many of the following resources that are available: the Regroup emergency notification system *(formerly Blackboard Connect)*, the University's Emergency Information Line (732-263-5900), e-mail messages, the main page of the Monmouth University Web Page (<http://www.monmouth.edu>), the University's Facebook page and Twitter feed, the electronic sign at the entrance on Larchwood Avenue, Norwood Avenue and the North campus.

All University employees will be enrolled in the Regroup emergency notification system (*formerly Blackboard Connect*). If you do not wish to be enrolled, you must go to the Regroup web site and opt out.

4. The Vice President for Administrative Services or designee will update the Emergency Information Line with current closing information. The Emergency Information Line is a campus telephone number (732-263-5900) that employees and students may call to hear a pre-recorded message regarding current closing information.
5. In the event that it is necessary for the University to close as a result of an unexpected situation, including, but not limited to; a weather emergency, interruption of power, excessive heat, etc., employees who are absent as a result of a scheduled vacation day, personal day (scheduled or unscheduled), sick day, bereavement day, etc., will not receive an additional day of leave or be credited with the day/time they took off.
6. Employees who are required to remain at work when the University is closed will be paid overtime in accordance with the Collective Bargaining Agreement or the Non-Academic Handbook, whichever is applicable.

DEFINITIONS:

University constituents are defined as:

Faculty - All full-time and adjunct faculty members including department chairs.

Administration – All executive officers, administrators, staff, clerical, police and facilities management employees.

Students - All full-time and part-time students.

Emergency Personnel – All University Police officers, University Police Administrators as designated or notified, and University Police clerical staff as designated or notified; Facilities Management personnel as designated or notified; Student Services personnel as designated or notified; other key employees as designated or notified.

The University divides its work effort as follows:

Classes - All teaching activities of the University.

Business - All non-teaching activities of the University.

Options:

A. When the University is open for classes and business: Faculty and administrative employees are required to report for work at their normal time. Employees failing to report to work will be required to charge the day against accrued vacation or personal time. Employees who do not have accrued vacation or personal time will be docked their daily rate of pay.

1. Employees will not be permitted to charge the missed work day against accrued sick time unless they have a doctor's note to substantiate their illness.

2. When weather conditions warrant delaying the start of classes or opening of offices, the University Community will be notified as described in Section 1, Paragraph III.

3. Employees failing to report for work after a delayed opening, or leaving prior to an early dismissal time, will be required to charge the day against accrued vacation or personal time. Employees who do not have accrued vacation or personal time will be docked for the hours they did not work from the time the University opened until their regularly scheduled departure time.

4. Faculty members who cannot meet their class(es) are required to notify their Department Chair, the Dean and the Provost's Office.

PROCEDURES:

1. The University Police Department will be the center of operations with regard to storm watch or emergency situation information. The Police Department will collect and make available to the Vice President for Administrative Services pertinent weather reports and local travel conditions, updates to emergency situations, and other appropriate, urgent information.
2. When the danger of a storm is present, the University Police Department will declare a Storm Watch and inform the Vice President for Administrative Services of the storm watch status. If telephone service is not available, the University Police Department will make personal contact with the Vice President for Administrative Services.
3. The order in which the administrative officers are to be put on alert and informed of a pending storm, the consequences of a storm or other emergency situation, are: The Vice President for Administrative Services, the Provost, and the Vice President for Student Life and Leadership Engagement. The Vice President for

Administrative Services will assume responsibility for coordinating the activities and decision making process.

4. It is the responsibility of the Vice President for Administrative Services to keep abreast of the developments and notify the President, Provost and Vice President for Student Life and Leadership Engagement of the conditions of the campus and local area roads, or current emergency situation information. The Provost will determine whether or not classes will meet. The Vice President for Administrative Services will determine whether or not to close the offices. The Vice President for Administrative Services will notify the President and Cabinet Officers. Employees are discouraged from calling the Monmouth University Police Department. Employees should to call the University's Emergency Information Line (732-263-5900) at least daily for updated information.
5. The Vice President for Administrative Services will arrange for an update to the Weather Emergency Information Line. (The Weather Emergency Information Line is a campus phone number (732-263-5900) that students and employees may call to hear a pre-recorded message regarding current closing information.)