

UNIVERSITY OF CINCINNATI

WINTER WEATHER CLOSURE POLICY AND PROCEDURES

DEPARTMENT OF PUBLIC SAFETY

November 16, 2014

EMERGENCY CLOSURES: COMPENSATION

Compensation and attendance: emergency closing see:

University Rule 30-16-01 or appropriate collective bargaining agreement

3361:30-16-01 Compensation and attendance: emergency closing.

(A) The University of Cincinnati is always officially open. During periods of severe inclement weather, public emergency, or other crisis, the president or a designated cabinet officer may announce, through the university of Cincinnati electronic mail system and through the local news media, that some or all of the university's offices and facilities are closed for part or all of a workday. (See rule 3361:10-55-01 of the Administrative Code regarding the announcement of emergency closures at the University of Cincinnati.)

(B) This rule identifies those employees who are required to report to or remain at work during such emergency closings and sets forth the policies governing attendance and compensation that will be in effect for all employees during these periods.

(C) The announcements regarding closings shall specify which work units are to be closed. Employees in the closed units shall not report to work. Exceptions are listed in paragraphs (D)(1) and (D)(2) of this rule. The official closing time of the university will be determined by the time/date sent to recipients on the "Triple D" listserv.

(D) The following groups of employees are expected to report to or remain at work as scheduled during emergency closings:

(1) Employees whose work units are not closed. Such units will always include the following essential units that never close under any circumstances:

- (a) The college of medicine;
- (b) University police;
- (c) Office of residence life/housing units;
- (d) Utility plants;
- (e) Emergency maintenance operations;
- (f) Any research unit where the integrity of the research must be preserved;
- (g) Service units that routinely operate on a seven day per week, twenty-four hour per day service schedule.

(2) Employees whose work units are closed but who are specifically directed to report or remain at work by their administrative unit head. Documented approval from the appropriate vice president is required for these employees.

(E) The following attendance and compensation policies shall be in effect for employees required to report or remain at work during periods of emergency closing:

(1) All employees who are required to report or remain at work (i.e., employees whose work units are not closed or those called into work by their administrative head) shall work as scheduled. Any employee who is required to work but unable to do so as scheduled, for whatever reason, must contact his/her administrative head at least one hour in advance of the employee's starting time to report his/her absence. Current policies regarding time off requests shall apply.

(2) Hourly paid employees who report to or remain at work as required during a closing will be paid time and one half. Salaried employees who report or remain at work as required will receive pay at their regular salary.

(3) Current policies regarding time off shall apply: Essential hourly employees who do not

report to work must use vacation, compensatory time or time off without pay. Essential employees who live in counties where the sheriff has declared a “Level 3” snow emergency will receive pay at their regular straight time rate. Non-essential hourly employees, who report to work without being told to, will receive regular pay.

(F) The following compensation policies shall be in effect for those employees whose work units are closed and who are not asked to work:

- (1) Hourly and salaried employees receive pay at their regular wages.
- (2) Hourly employees who report to work without being told will receive pay at their regular straight time rate.
- (3) Employees prescheduled for vacation, sick or compensatory time off prior to the emergency-closing announcement may not rescind their time off request after the announcement.
- (4) When it is announced that a segment of the university campus will be closed for the remainder of the day, hourly paid employees requesting to leave work earlier than the scheduled closing time must have the approval of the appropriate administrative head and must charge the additional hours of absence, prior to the official closing, to accrued compensatory time, accrued vacation time, or leave without pay, in that order.

CAMPUS CLOSURE – UNIVERSITY RULES

3361: 10-55-01 Emergency closures: announcement.

The University of Cincinnati is always officially open. During periods of severe inclement weather, public emergency, or other crisis, the president or a designated cabinet officer of the University of Cincinnati may issue an announcement of campus status as appropriate to the situation on the university electronic mail system and through local mass media outlets. In general, such a campus status announcement will inform the general public, as well as University of Cincinnati students and employees, that the University of Cincinnati campus, or a specific designated portion of the campus, is closed for a specific time period.

(A) Such announcements may specify that University of Cincinnati classes, with the exception of the college of medicine, are canceled until or after a specific time, or for an entire day.

(B) Such announcements may specify that all events and programs, including both university events and non-university events held in university facilities, are canceled.

(C) Such announcements may specify that certain university offices and facilities are closed, except for essential offices that never close under any circumstances, which are identified in rule 3361:30-16-01 of the Administrative Code.

WINTER WEATHER CLOSURE POLICY

In the event of a severe winter storm that could affect student and/or employee access to the University, it will be the President of the University or designated cabinet officer (Sr. VP for Administration and Finance) who will decide whether a closure or class cancellation will be declared due to weather conditions. The decision will be based on information supplied by the on-call administrator for Public Safety.

Individual campuses, such as the Medical Campus, Blue Ash Campus, and Clermont Campus, may have specific concerns or issues that require they be addressed separately from the Uptown Campus. The academic heads of these campuses should contact the on-call administrator for Public Safety for consultation in such cases. The recommended action will then be referred to the Sr. VP for Administration and Finance for consideration and a decision.

WINTER WEATHER CLOSURE PROCEDURES

A. TERMINOLOGY

1. **SNOW WATCH:** Declared at such time the National Weather Service predicts the possibility of heavy accumulation of snow.
2. **SNOW WARNING:** Declared at such time that the National Weather Service predicts large quantities of snow.
3. **WINTER WEATHER CLOSURE FOR MEDICAL CAMPUS AND/OR THE UC READING CAMPUS:** All classes are cancelled for the time period specified, and only essential employees are to report to work. Declared only by the President after consultation with the Sr. Vice President for Administration and Finance, the Provost, and the Vice President for Health Affairs.
4. **WINTER WEATHER CLOSURE FOR UPTOWN CAMPUS AND/OR REGIONAL CAMPUSES:** All classes are cancelled for the time period specified, and only essential employees are to report to work. The Sr. Vice President for Administration and Finance may declare a winter weather closure based on the following circumstances:
 - a. Roads surrounding campus areas cannot be traveled safely.
 - b. City and State highway maintenance and snow crews are unable to keep major arteries clear of snow and ice.
 - c. Declared Level 2 or 3 snow emergency by the applicable county Sheriff.
 - d. Severe snow or ice storm predicted as imminent by the National Weather Service.
 - e. Heavy snow fall and squalls which reduce visibility and/or ensure accumulations to follow.

5. **CLASS CANCELLATION WITHOUT CLOSURE:** Cancellation of classes for an entire day, or a portion thereof, for one or more campuses. The University remains open for normal business other than classes, and all employees are expected to report to work. The Sr. Vice President for Administration and Finance may declare class cancellation based on the following circumstances:
 - a. Weather conditions exist such that students walking to the campus or between buildings on campus is hazardous.
 - b. Road conditions allow employees to travel to work.
6. **SNOW EMERGENCY:** Pursuant to Attorney General Opinion 86-023 the Sheriff of a County may declare a snow emergency and temporarily close County and Township roads within his jurisdiction for the preservation of the public peace. Attorney General Opinion 97-015 also allows the Sheriff to close State and Municipal roads.

In order to clarify the definition of the snow emergency, Ohio Sheriff's adopted guidelines to be followed when closing highways due to severe weather. The policy is as follows:

Level I SNOW ALERT - Roadways are hazardous with blowing and drifting snow.

Level II SNOW ADVISORY - Roadways are hazardous with blowing and drifting snow. Only those who feel it is necessary to drive should be out on the roadways. Contact your employer to see if you should report to work.

Level III SNOW EMERGENCY - All Municipal, Township, County, and State roadways are closed to Non-emergency personnel. No one should be out during these conditions unless it is absolutely necessary to travel. Those traveling on the roadways may subject themselves to arrest.

7. **ESSENTIAL EMPLOYEES:** Each division and office of the University is responsible for identifying employees who are essential, and are required to report to work despite a campus closure. Public Safety will issue those employees identification as essential upon request.

B. PREPAREDNESS

1. Contract for salt issued by Parking and/or Grounds.
2. Coordination meetings with City of Cincinnati, ODOT, and others as needed by the Director of Emergency Preparedness.
3. News releases on snow emergency procedures issued by the Director of Public Relations or the Public Safety PIO.

C. WEATHER MONITORING AND DECISION PROCESS

1. On-call administrator for Public Safety monitors weather forecasts via National

Weather Service and contract weather service, as well as road conditions by ODOT and ARTIMIS systems. Gathers information on conditions from highway maintenance and police as needed.

- a. Notifies Emergency Preparedness Committee of potential severe weather by e-mail.
2. Police officer in charge on nights and weekends will notify Dispatch of serious winter weather conditions, and Dispatch will notify the on-call administrator for Public Safety. For overnight weather conditions, this notification must occur by 4 AM.
3. If and when necessary, the Director of Grounds Maintenance will call in snow removal crews. The Director of Grounds Maintenance will call Grounds Superintendents who will, in turn, call in people to start clearing procedures. The Asst. Director of Parking Maintenance will call in snow removal crews for Parking facilities.
4. If necessary, by 4:30 AM (or before 10:00 PM), the on-call administrator for Public Safety will confer with the Sr. Vice President for Administration and Finance to discuss road and parking conditions and future weather.
 - a. The on-call administrator for Public Safety will confer with the Dean (or delegate) for Blue Ash College and/or Clermont College as necessary prior to contacting the Sr. VP for A&F.
 - b. Should unusual circumstances indicate a schedule change or closure may be necessary for the Academic Health Center Campus, the on-call administrator for Public Safety will consult with the Vice-President for the Academic Health Center.
5. The Sr. Vice President for Administration and Finance will confer with the President for a final decision on class schedules. The decision will be made prior to 5:00 AM whenever possible.
6. If a decision is made to close or alter classroom or office schedules, the Sr. VP for Administration and Finance will notify the Provost. The Sr. Vice President for Administration and Finance will then notify the on-call administrator for Public Safety who will, in turn:
 - a. Issue an email to all UC email accounts advising of the closure or change in schedule
 - b. Issue a text message to all UC students and employees who have not opted out of the emergency text notification system
 - c. Issue a text message and email to all persons who have signed up for notifications via the Campus Safety Network
 - d. Change the voice message on the campus status recording (556-3333)
7. The Director of Public Relations (or designee) will post the schedule change or cancellation on the University home page (www.uc.edu)
8. UCit will change the voice message on the University main phone line (556-6000).

9. Based upon conditions and circumstances, the regional campuses may be considered for schedule changes or closure separate from any decisions made on the Uptown campus.
10. Unless specifically stated otherwise, the Medical Campus is excluded from general schedule changes or closures.
11. It should be kept in mind that classes are held beyond the Monday-Friday schedule and that snow removal cannot always be delayed over a weekend. Likewise, schedule changes or cancellations may be needed for evening or weekends.

SNOW REMOVAL PROCEDURES

In the event of a snow or ice storm that will affect safe travel around campus, either on foot or in vehicles, the Police shift supervisor will notify Public Safety Dispatch. The dispatcher will notify contact personnel for Grounds and Parking by page, e-mail, or telephone (as appropriate), and will also advise the on-call administrator for Public Safety by page.

The Asst. Director of Parking Maintenance and the Director of Grounds, Moving & Transportation will call in appropriate personnel to effect snow removal as necessary.

The managers of maintenance operations at the regional campuses will call in appropriate personnel to effect snow removal as necessary.

SNOW REMOVAL PRIORITIES

- A. After a decision is reached by Director of Grounds, Moving & Transportation (or his/her alternate), and Asst. Director of Parking Maintenance to remove snow, the following order of priority is in effect for Grounds Maintenance crews:
1. East Utility Plant area for coal deliveries.
 2. All sidewalks, steps and handicap ramps and curb cuts.
 3. Parking Maintenance crews will clear all lots, garage entrances, ramps, exposed top decks of garages, and all campus drives including Medical Campus and Victory Parkway lots.
 4. Call out procedures for the Regional Campuses will take place at the same time the decision is made on the Uptown Campus. Roads, sidewalks and lots will be cleared by Regional Campus crews and/or contractors, except Victory Parkway, which will be serviced by Parking Maintenance. At Victory Parkway, Grounds Maintenance will clear sidewalks, entries and steps.
 5. UC Reading Campus snow removal is by contract services, which is coordinated by Parking Maintenance.

Appendix A – Shuttle Service

Weather-suspended shuttle service procedure

Route safety determined by driver, suspension of route called by Croswell

Croswell notifies: Beth Rains, work # (513) 556-4147, cell (513) 478-6171
 Bob Bauer, work # (513) 556-4149, cell (513) 706-6061
 or Rick Wiggins, work # (513) 556-2891, cell (513) 919-5307

Personal phone contact with one (in order listed) of the above required

Transportation notifies: Public Safety Dispatch (513) 556-1111
 Help Desk (513) 556-4357
 Brett Palmer, Blue Ash (513) w. 745-5708 cell (513) 260-3710
 Tom Cruse, Blue Ash (513) w. 936-1538 cell (513) 884-5144
 home (513) 752-6599
 Campus Park Apts. (513) 221-3111 (East Route)

Announcements/Notifications:

Croswell monitors and updates Doublemap tracker system web page noting route closures and route reopenings.

When possible, route closure notification to occur one hour prior to actual closing.

Traffic notifications:

Extended route changes (more than 30 minutes) due to traffic conditions to be posted by Croswell on Doublemap tracker system web page .

Appendix B – NightRide service

1. NightRide route safety
 - a. Individual drivers may determine that a specific road or road segment is not safe to drive, and discharge passengers at the nearest intersection.
2. NightRide service suspension
 - a. The NightRide coordinator will monitor road conditions during inclement weather, and determine if the service will be suspended.
 - b. In general, service will be suspended when the Uptown campus is closed.
 - c. If a closure is announced during the operating times for NightRide, efforts will be made to provide service to all calls already scheduled. No further requests for service will be taken.
 - d. If service is suspended, the information will be posted on the NightRide Twitter feed, and a recorded message placed on the 556-RIDE phone line.