

## OPERATING POLICY

West Virginia University Institute of Technology

**Date Policy to become effective:** January 1, 2018

**Subject:**

**Submitted on behalf of:** Executive Cabinet by:

**Name (please print):** Kevin Lawhon

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Group or Individuals Affected:** All employees and students

**Supplements:** WVU Board of Governor's Talent and Culture Rule 3.5 – Employee Leave  
<http://bog.wvu.edu/policies> and WVU Human Resources Pay Practices for *Incident Weather/  
Emergency Closures*  
<http://classcomp.hr.wvu.edu/resources-guidelines>

**Supersedes:** WVU Tech Policy of 4/1/2016, *Definitions and Codes For Cancellations and Closures Due to Weather and Emergencies*.

**Distribution of this policy (e.g. Faculty Handbook, Student Handbook, Website, etc.):** The complete policy should be placed on the WVU Tech IntraWeb. Applicable sections for students should be placed in the Student Handbook and on the Tech website, [wvutech.edu](http://wvutech.edu).

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### **Purpose:**

When weather and emergencies require cancellations at or the closure of the campus, the following definitions and codes will be used in official announcements to indicate when employees should report to work, the impact of the cancellation or closure on employee compensation, and the actions students and faculty should take relative to classes. Impacts on employee compensation detailed in this policy are consistent with WVU Board of Governor's Talent and Culture Rule 3.5.

Any changes to WVU Board of Governor's Talent and Culture Rule 3.5 supersede the content of this policy. This policy does not apply to facility or utility disruptions.

### **Essential and Non-Essential Employees:**

In the event of weather related or emergency cancellations at or closure of the institution, WVU Tech designates employees as either "essential" or "non-essential employees."

*Essential Employees:* Employees whose duties and responsibilities are necessary to maintain basic operations of the institution during a weather-related or emergency cancellation or closure.

*Basic Operations:* Operations that include but are not limited to food service, residence life/housing, road maintenance to maintain emergency access to buildings, and policing to ensure safety and protection of property.

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By: Yvonne C. Shourds

Employee supervisors are expected to inform their employees whether or not they are essential employees. Employees that have not been designated by their supervisors as essential employees are *non-essential employees for the purposes of this policy*.

**Cancellations and Campus Closures:**

Cancellations are declared when specific university events, usually classes, are cancelled. Cancellations are imposed for a specific period of time. If classes are cancelled, other events and activities (including community, athletic or student events) scheduled during that same time frame will be cancelled as well, unless otherwise noted by the University notifications.

When classes are cancelled, classes that begin and end within the cancellation period will not meet. Classes that begin during the cancellation period but end after the cancellation period will meet for the duration of class not covered by the cancellation. For example, when classes are cancelled until 10:00 AM, a class that scheduled from 9:30 AM to 10:45 AM will meet from 10:00 AM to 10:45 AM.

Campus Closures are imposed when all operations of the institution cease and are imposed for a specific period of time. Closures will always be associated with either a Code A or Code B employee impact code.

**Authorization of Cancellation or Closure:**

The Campus President or Designee, working with the Dean of Students, Campus Police, and other public safety officials throughout the region, has the authority either to cancel campus events/classes or close the institution. Such a declaration will be transmitted to the Higher Education Policy Commission Chancellor's Office and the WVU President's Office, and the WVU Provost's Office. A state of Emergency as declared by the Governor does not automatically apply to West Virginia University Institute of Technology.

**Employee Impact Codes:**

When the Campus President or Designee declares a cancellation or closure, an appropriate employee impact code will also be declared. Employee impact codes denote when and whether or not essential or non-essential employees should report to work during a cancellation or closure.

*Code A*

All employees are expected to report to work at their regularly scheduled times. Work time lost under *Code A* for employees who cannot report will be charged against employees' accrued time, other than sick leave. With supervisor approval, employees may replace work time lost under a *Code A* designation with alternate work time during the same week the work time was lost.

*Code B*

Essential employees are expected to report during their regularly scheduled work times. Essential non-exempt employees (those eligible for overtime compensation) will be compensated for work performed under *Code B* at the rate of one and one-half time for actual hours worked, in addition to regular pay, regardless of whether or not their work during that work week exceeds 40 hours.

**There is no provision for compensating a non-exempt/hourly/overtime-eligible employee with Compensatory Time Off (CTO) in lieu of pay.**

Essential exempt employees (those not eligible for overtime compensation) who are required to work under *Code B* will be compensated with STO on an hour-for-hour basis, in addition to regular pay. STO must be used within six (6) months of being earned.

Non-essential employees are expected to report to work as regularly scheduled after the cancellation or closure period. Work time lost under *Code B* will be considered regular work time for pay purposes and

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will not be charged to accrued substitute time off (STO) [exempt employees], compensatory time off (CTO) [non-exempt employees], or annual leave. Nonessential employees are not required to replace lost work time under a *Code B* designation.

**Notifications of Cancellations and Closures:**

Official notifications from the institution regarding cancellations or closures will be posted on the WVU Tech home page at [wvutech.edu](http://wvutech.edu); distributed via e-mail to University-managed (Outlook/MIX) email accounts and Tech Alert registered email accounts; and distributed via text messages through Tech Alert to registered telephone accounts. Closure information may be communicated by media outlets but the official announcement will be those messages that are shared directly by the institution.

**Format for Notifications of Cancellations and Closures:**

The following format will be used to send abbreviated announcements regarding cancellations:

<Event Cancelled> <Period of Cancellation> cancelled: <Employee Impact Code>

Example: WVU Tech Classes before 10:00 AM cancelled: Code A

The following format will be used to send abbreviated announcements regarding closures:

WVU Tech is closed <Period of Closure>: Code B

Example: WVU Tech is closed immediately until 6:00 AM on January 1, 2000: Code B

**To register for or to update your WVU Tech Alert:**

To sign-up for WVU Tech Alert, visit [alert.wvutech.edu](http://alert.wvutech.edu). Once on that page, scroll down to the list of audiences for the alert system and select "faculty and staff." Follow the directions listed on the Faculty and Staff page.

While some cell phone providers may charge a nominal fee to receive text messages, WVU Tech does not charge for this service. WVU Tech Alert accounts must be updated to remain active. Failure to receive notifications from an established account may require updating of the account through [emergency.wvutech.edu](http://emergency.wvutech.edu).

If you have any questions, concerns or issues please contact WVU Alert at [wvualert@mail.wvu.edu](mailto:wvualert@mail.wvu.edu) or call the ITS Service Desk at (304) 293-4444.

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**Without the Campus President's action, this policy becomes effective 30 days from the date received by the Campus President's Office (above).**

Campus President's action:  Submitted for review within 30 days by: \_\_\_\_\_  
with subsequent decision within 75 days of date received by the  
President's Office  Approve  Disapprove

Campus President's Signature *Cynthia Loy* Date 1-11-2018

**Disclaimer: The only bodies eligible to submit Operating Policies for approval are: Faculty Assembly Council, Classified Staff Council, Student Government Association Council, Cabinet, and Executive Committee.**