



POLICY FOR INCLEMENT WEATHER

Employees

Centenary University is primarily a residential community with a majority of its undergraduate students living on campus; therefore, it is our intention to remain open during inclement weather conditions. Should the weather create hazardous conditions, the University may modify the normal operating schedule. As always, our primary consideration is the safety of our campus community.

In the event of a delayed opening or closing due to weather or other circumstances, employees will be notified via the e2Campus Alert System. The e2Campus Alert System gives Campus Security the ability to send emergency alerts to your cell phone and email address. To sign up for the e2Campus Alert System go to: https://secure.centenaryuniversity.edu/e2_create_acct.php

Each employee should ensure that their phone numbers are up-to-date in the [ADP](#) and [e2Campus](#) systems. In addition to the notification via e2Campus, employees may check the University website at www.centenaryuniversity.edu or call 908-852-1400.

The University will make every effort to reach a decision within a reasonable amount of time regarding inclement weather situations.

Personnel Policies

If an employee is scheduled to work and the University closes, delays opening, or closes early, the employee will be paid for the time that the University is closed.

In the event of inclement weather resulting in a delayed opening of the University, offices will open at the time designated in the delayed opening message. Employees should report to work at the time noted in the message. Since conditions vary throughout the area, employees should exercise judgment as to whether travel conditions may be too hazardous for them to report to work. If the University is open and an employee determines that it is unsafe for them to come to work, then the employee must notify their supervisor immediately. The employee is required to charge the absence to available vacation time, personal time, or accrued compensatory time, if available. If no banked time is available, a salary deduction will be made.

Even if the University is closed, faculty are encouraged to hold classes online via Moodle. Those who cancel classes when the University is open are expected to notify the Faculty Absence Notification Group at FacultyAbsenceNotificationGroup@centenaryuniversity.edu and email students in their respective classes. This notification should include or be followed by a completed "Absentee Form" that indicates how missed class work will be made up.

Emergency Personnel

Some individuals, because of the nature of their jobs, are identified as "emergency personnel" during times of inclement weather and campus emergencies. Emergency personnel must be prepared to report to work during these times. Emergency personnel must be identified as such by supervisors in advance and recorded in the Human Resources office. Presently, those individuals include Security, Student Life, IT, Barn Staff, Facilities and Food Service.

Questions related to closing and/or delays, emergency work, or other issues should be directed to your supervisor.

Decisions to cancel or delay classes and/or cancel or delay the opening of offices because of inclement weather are made by the Vice President for Academic Affairs (or designee), the Vice President for Student Life (or designee), and Security.

1/2020