



**MIAMI**  
UNIVERSITY

DEPARTMENT OF HUMAN RESOURCES

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## Weather Emergency Procedure

### Inter-Office Memorandum Miami University

November, 2007

To: Miami University Faculty and Staff  
From: Carol Hauser, Senior Director of Human Resources  
Re: University Operations during Adverse Weather

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Information on Miami University operations during adverse weather conditions is provided below. In the rare situations where weather may require changes to our normal schedule, there are multiple ways for you to access the information. You can refer to our website, [www.muohio.edu](http://www.muohio.edu), e-mail, and/or listen to one of the following radio stations.

AM Radio Stations	FM Radio Stations
WMOH (1450)	WMUB (88.5)
WLW (700)	WPFB (105.9)
WPFB (910)	
WHIO (1290)	

Previously, the University had a Plan A and a Plan B based on whether or not classes were held. Those same designations remain in effect for the Middletown and Hamilton campuses. For the Oxford campus, we have changed the designations for emergency weather to Code Yellow and Code Red. The Campus is either open or closed. If the campus closes there may or may not be students in residence.

**Code Yellow** represents a situation in which the University is closed and there are students in residence.

**Code Red** represents a situation in which the University is closed and there are no students in residence.

**Transition** time refers to 2 hours after the University closes or 2 hours before the University opens. Selected staff will need to be available to prepare the University to close or to open again.

University employees will be designated to work during a weather emergency by their supervisors. Your supervisor will tell you whether or not you fit into one or more of the following categories.

1. Code Red Staff are those employees who keep the campus functioning when students are not in residence. These include, but are not limited to, employees who operate snow plows or perform other weather related tasks.
2. Code Yellow Staff are those employees who keep the campus functioning when students are in residence. These include, but are not limited to, dining hall staff, residence hall staff and Code Red employees.
3. Transitional Staff are those employees who must remain after the campus closes or come in early when the campus opens to assure that the buildings are locked/unlocked and shut down/open for business.

Classified staff designated as code yellow, red and/or transitional that report when the campus is closed due to adverse weather will be paid at their regular rate of pay during their regular shift plus the adverse weather premium pay. Transitional Staff will be required to stay up to two hours after the University closes or start work two hours prior to its opening.

When the campus is closed, people who are not designated code yellow, red or transitional should not come to work and will be paid for their normal work hours. Individuals who choose to come to work who are not designated code yellow, red or transitional staff will receive their regular rate of pay. These individuals do not qualify for adverse weather pay.

Code yellow and/or red staff who are not able to report when a code yellow or code red adverse weather alert is publicized are expected to follow the normal call in procedure. Failure to call in is considered a no call/no-show; the employee will not be paid for that day and they will accrue an occurrence under the attendance policy.

When the University is open, all employees are expected to report for work. If weather prevents you from reporting you are expected to follow the normal call in procedures. Failure to call in is considered a no call/no-show; the employee will not be paid for that day and they will accrue an occurrence under the attendance policy.

Employees are required to request vacation, comp or personal time in advance. Individuals who call off due to weather conditions when the University is not closed may be denied pay for that day.

Two hours after the University closes, and two hours before the University opens is considered transition time. Selected transitional staff may need to be on site to lock/open the buildings and prepare for business. Transitional staff will be identified by their supervisor prior to any weather emergency.

### **Please Post**

**Supervisors please ensure that every employee is aware of the Adverse Weather Procedures**