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UNIVERSITY

DEPARTMENT OF HUMAN RESOURCES


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Weather Emergency Procedure

Inter-Office Memorandum Miami University

November, 2008

To: Miami University Faculty and Staff

From: Carol Hauser, Senior Director of Human Resources 

Re: University Operations during Adverse Weather - Oxford Campus Only

Information on Miami University operations on the Oxford campus during adverse weather conditions is provided below. In the rare situations where weather may require changes to the normal schedule, there are multiple ways to access the information. The primary reference is our the University website, www.muohio.edu. You will also receive information via e-mail, and through your cell phone if you are signed up for the emergency text messaging system. Go to <http://www.units.muohio.edu/psf/police/emergencytextmessaging/> to register for the Miami emergency text messaging system. The following radio stations will also be given information, but because they often edit what is sent to them, you may also want to check one of the other sources as well.

| AM Radio Stations | FM Radio Stations |
|-------------------|-------------------|
| WMOH (1450) | WPFB (105.9) |
| WLW (700) | |
| WPFB (910) | |
| WHIO (1290) | |

Oxford campus will be designated as open or closed. Departments who need staff during a weather emergency should do two things:

1. Be sure staff know if they are designated as essential staff; and,
2. Be sure staff know that they are not to come in during a weather emergency unless told to do so. Weather emergency situations may require more or less staff depending on factors like students in the residence halls, the extent of weather damage, and the availability of electricity. Employees must receive directions from their supervisor, prior to any emergencies, regarding how they will know whether to come in or not. Employees who come in who are not designated essential staff will not receive severe weather pay.

Staff who are not able to report when required 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 will incur an occurrence under the attendance policy.

When the University is open, all employees are expected to report for work. If weather prevents an employee from reporting (s)he is 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 will incur an occurrence under the attendance policy.

Employees are required to request vacation, comp time, 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.

When the Oxford campus is closed all facilities are closed, this includes the libraries, Goggin, the Recreational Sports Center, etc. There are some special considerations:

- If an intercollegiate athletic event is scheduled, the Athletic Director will confer with the President to determine whether or not the event will be cancelled.
- If a fine arts event is scheduled, the Director of the Performing Arts Series will confer with the Provost and President to determine whether or not the event will be cancelled.
- If a weather emergency occurs during finals week, the Provost and President will determine whether or not the libraries will remain open.

Information regarding these special circumstances will be communicated as noted at the beginning of this memo.

Please Post

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