

Administrative Procedure #: [Click or tap here to enter number](#)

Title: Weather Delays and Closures

Effective Date: [Click or tap here to enter date](#)

SECTION 1. PURPOSE & SCOPE

1.1. PURPOSE: *(The procedure's intent.)* The purpose of this administrative procedure is to establish a consistent and effective approach for determining, communicating, and managing weather-related delays and closures. This helps ensure the safety of employees, students, and visitors; minimizes disruption to operations; and provides clear guidance on roles, responsibilities, and communication channels during severe weather events. This administrative procedure seeks to strike an appropriate balance between safety and operations. It also contributes to making Fairmont State University a “great place to work” by basing weather delay and closure decisions on what is best for the majority of students and employees.

1.2. SCOPE: *(An overview of the policy and its boundaries.)* This procedure applies to all employees, departments, and locations of Fairmont State University. It covers situations including, but not limited to, inclement weather such as snow, ice, hurricanes, flooding, extreme temperatures, or other hazardous weather conditions that may impact normal business operations. The procedure addresses decision-making, notification protocols, and operational adjustments to ensure continuity of operations and safety of students, faculty, staff, and visitors.

SECTION 2. APPROVAL, DELEGATION & APPLICABILITY

2.1. APPROVAL: *(The university official that has the power to make decisions, enforce rules, or delegate authority regarding the policy.)* The President has the authority to make decisions regarding weather delays and closures.

2.2. DELEGATION: *(Clarification of whether authority may be delegated, and if so, the limits (e.g., which authority and to whom?))* In the President’s absence, she or he may delegate authority to the Chief of Staff or another executive leader.

2.3. APPLICABILITY: *(Specifies what individuals and/or entities the policy affects.)* This procedure applies to Fairmont State University students, faculty, staff, and visitors.

SECTION 3. PROCEDURE

3.1. DECISION MAKING

- 3.1.1. Weather Committee: This body will analyze available data, discuss options, and offer recommendations. The Chief of Staff will chair the Committee. Student Affairs, University Police, Facilities, and Communications, Marketing & Creative Services (CMCS) will each provide at least one representative. When considering remote instruction, the Provost will be consulted (see paragraph 3.5.1).
- 3.1.2. Executive Leadership Team (ELT) or their Representative: This body will review, discuss, and endorse or offer alternatives to the Weather Committee's recommendations.
- 3.1.3. President: The President will make the final decision.

3.2. INCLEMENT WEATHER OPTIONS

- 3.2.1. Pre-emptive Closure: The University may close pre-emptively when weather or related conditions present a significant risk to health and safety or when safe access to campus cannot be reasonably ensured. During a closure, only designated essential personnel may be required to report to campus. Factors considered may include, but are not limited to:
- 3.2.1.1. Forecasted or ongoing severe weather (e.g., snow, ice, flooding, extreme cold, or high winds)
 - 3.2.1.2. Road conditions affecting commuter travel and emergency access
 - 3.2.1.3. Availability and effectiveness of snow removal and facilities operations
 - 3.2.1.4. Conditions at peer and regional K-12 and higher education institutions
 - 3.2.1.5. Guidance from state or local emergency management agencies
- 3.2.2. Delayed Opening: The University may open on a delayed schedule when conditions are expected to improve sufficiently to allow safe travel and operations later in the day. Classes may be conducted remotely. Events and

work schedules will begin at the announced delayed time, unless otherwise specified. A delayed opening may be used when:

- 3.2.2.1. Overnight or early-morning conditions are hazardous but forecasted to improve
- 3.2.2.2. Additional time is needed for snow removal, ice mitigation, or facilities preparation
- 3.2.2.3. A full closure is not warranted but immediate opening would pose unnecessary risk

3.2.3. Remote Operations: The University may transition to remote operations when physical access to campus is unsafe or impractical, but instructional and administrative continuity can be reasonably maintained. Employees whose duties cannot be performed remotely will receive direction from their supervisors. Essential on-campus services may continue as determined by University leadership. Remote operations may be implemented when:

- 3.2.3.1. Travel conditions are unsafe, but technology infrastructure remains functional
- 3.2.3.2. Faculty and staff can perform essential functions remotely
- 3.2.3.3. A closure would significantly disrupt academic or operational continuity

3.2.4. Early Closure: The University may close before the end of the workday when conditions are deteriorating, and continued operation would create increasing safety concerns. Clear notice will be provided regarding closure timing, expectations for employees and students, and the status of classes, events, and services. An early closure may be enacted when:

- 3.2.4.1. Weather conditions worsen more rapidly than anticipated
- 3.2.4.2. Travel conditions are projected to become unsafe later in the day
- 3.2.4.3. Emergency or public safety guidance indicates elevated risk

3.2.5. Exceptions for Specific Operations. In the event of University closure, remote operation, or delayed opening, a member of the ELT, in consultation with the

Weather Committee and upon informing the President, may authorize limited exceptions for specific academic programs, instructional activities, or operational functions when continuation is necessary to meet accreditation, licensure, safety, contractual, or mission-critical requirements.

3.3. TIMING OF DECISIONS

- 3.3.1. General: Weather delays and closures should be issued as early as possible, to ensure all University constituents are notified in time to adjust their travel and work plans. When inclement weather is anticipated, the Weather Committee will preemptively communicate with the campus community and encourage employees to bring their laptops home with them.
- 3.3.2. Day Before: Weather delays and closures should be issued by 9 pm the day before when possible.
- 3.3.3. Morning: If a weather delay or closure is made for the same day, it should be issued by 6 am.
- 3.3.4. 2-hour Delay to Closure: When a 2-hour delay has already been announced, the decision to close campus will be issued by 9 am.
- 3.3.5. Early Closure: Decision can be made anytime.

3.4. CONSIDERATIONS FOR THE WEATHER COMMITTEE TO MAKE RECOMMENDATIONS

- 3.4.1. Classes:
 - 3.4.1.1. Confirm details with the Provost.
 - 3.4.1.2. Remote instruction (requires 24-hours prior notice) or classes canceled?
 - 3.4.1.3. Note the challenge with remote instruction for labs and work-based learning (e.g., internships and co-ops).
- 3.4.2. Library:
 - 3.4.2.1. Confirm details with the Provost.
 - 3.4.2.2. Note the 24-hour access area vs. the stacks.
- 3.4.3. Falcon Center:
 - 3.4.3.1. Confirm details with the Assistant VP of Student Engagement.

3.4.3.2. Closed or open (normal or reduced hours)?

3.4.4. Cafeteria:

3.4.4.1. Confirm details with the Assistant VP of Student Engagement.

3.4.4.2. Normal or reduced hours (11 am to 1 pm for brunch and 4 to 6 pm for dinner)?

3.4.5. Camps & Conferences:

3.4.5.1. Confirm details with the Assistant VP of Student Engagement.

3.4.5.2. Varies depending on circumstances (e.g., external, paid events may occur due to contractual obligations).

3.4.6. Athletic Events:

3.4.6.1. Confirm details with the Athletic Director.

3.4.6.2. In general, athletic training and events will occur unless explicitly canceled. For updates on athletic events, visit fightingfalcons.com.

3.4.6.3. Student athletes should check with their coaches for further direction.

3.4.7. Performing Arts:

3.4.7.1. Confirm details with the Director of Performing Arts Outreach & Development.

3.4.7.2. Scheduling varies depending on circumstances.

3.4.8. Student Health and Counseling:

3.4.8.1. Confirm details with the Assistant Vice President of Student Wellbeing & Housing.

3.4.8.2. Counseling may shift to online only.

3.4.9. Contractors:

3.4.9.1. Confirm details with the Assistant Vice President of Facilities.

3.4.9.2. In general, contractors are permitted on campus if any necessary University employees are present.

3.4.10. Parking:

3.4.10.1. Confirm details with the Assistant Vice President of Facilities.

3.4.10.2. In general, when the campus experiences inclement weather, the top deck of the parking garage will be closed for safety reasons.

3.5. COMMUNICATION

- 3.5.1. Checklists: CMCS maintains checklists in TEAMS for communicating decisions about each scenario.
- 3.5.2. Draft Language: CMCS maintains draft language for communicating decisions about each scenario.
- 3.5.3. Channels: CMCS will communicate decisions using the University website, emails to all employees and students, text alerts via Omnilert, University social media platforms, and local media outlets.

3.6. EMPLOYEE EXPECTATIONS AND LEAVE

- 3.6.1. Leave: Absences from work due to weather conditions other than during a closure of the university must be charged against accumulated annual leave or the employee must be removed from the payroll for the time in question. Sick leave may not be charged for absence due to weather. Time lost from work may be made up in the same work week at the discretion of the employee's supervisor. Annual leave and/or Sick leave will not be charged to employees when the institution is closed.
- 3.6.2. Reporting: Employees must contact their immediate supervisor within one hour of the start of the workday to report delays or absences related to inclement weather. Examples include hazardous road conditions, power outages, secondary school delays, etc.
- 3.6.3. State of Emergency: The Governor declaring a "State of Emergency" does not automatically trigger the closure of the offices but rather authorizes overtime for emergency and highway crews and for federal financial assistance for areas damaged due to the weather.
- 3.6.4. Remote Work: Employees approved to work remotely are expected to maintain their regular work schedule, remain accessible during normal business hours, and perform their assigned duties as if working onsite, unless alternative

arrangements are approved in advance by their supervisor. Employees must log in to Microsoft Teams and email and be available for virtual meetings and phone calls throughout the workday. Any deviations from the employee's established work schedule while working remotely must be communicated to and approved by the immediate supervisor. If employees are unable to work from home due to equipment issues, power or internet outages, they must make alternative work arrangements with their supervisors or take annual leave.

- 3.6.5. Early Departure: If an employee determines they must leave work early due to inclement weather, the employee must notify their immediate supervisor and submit an annual leave request prior to leaving the office.

SECTION 4. COMPLIANCE *(The policy's relationship to laws, regulations, and/or policies.)*

- 4.1. COMPLIANCE: This Administrative Procedure complies with and implements WV Code § 18B-1-6; WV Code of State Rules Title 133, Series 38, Section 13; and BOG Policy 1.1, Section 4.