

Class Cancellation & Extraordinary Weather Conditions

Rev. 2/13/2007

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Approved By: SUNY Geneseo Cabinet
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Category: Human Resources
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Class Cancellation & Extraordinary Weather Conditions Policy

It is College Policy to continue normal hours of operation and maintain a regular work and class schedule for faculty, staff members, and students during periods of severe weather as much as possible.

Essential services (i.e., power plant security, safety, snow removal, etc.) must be maintained in spite of severe weather conditions and College employees designated as essential services personnel must remain on duty or report to work to avoid interruption of essential services unless directed or permitted to do otherwise in accordance with these guidelines. Professional staff should make every attempt to contact their supervisors in case of emergency conditions to assure that all essential services are covered. **Faculty and staff reporting to work during Extraordinary Weather Conditions should park only in A, B, or K parking lots to permit effective snow removal.**

Under this general policy statement, the appointing authority, in this case the College President, has authority to take appropriate action. For example, the President may:

1. *declare* a snow day and cancel classes;
2. *excuse* reasonable tardiness without charge to leave credits when extraordinary weather conditions affect the arrival time of a group of employees (full day absences, however, cannot be excused without charge to leave credits or payroll adjustment);
3. *direct* the early departure of employees without charge to leave accruals or payroll adjustments (this applies only to those who are present at the time the departure is directed) when, in his or her opinion, weather conditions are so severe as to threaten to make return home travel so dangerous that the continuation of employees on the job might endanger their health or safety;
4. *authorize* the early departure of employees with appropriate charges to leave accruals or payroll adjustment when, in his or her opinion, weather conditions are such as will likely disrupt return transportation to their homes.

IN NO EVENT WILL THE COLLEGE BE OFFICIALLY CLOSED

Procedures

- I) The Chief of University Police is responsible for monitoring weather reports and road conditions for the College.
- II) The Chief of University Police will advise the President or designee if conditions severely hinder employees from safely traveling to and/or from the College.
- III) The President or designee will decide the appropriate action to be taken. The following media sources are official notification sources during **severe** weather conditions:

Radio Stations:

WYSL 1040 AM (Avon)	WGRF 97 FM (Buffalo)
WEDG 103.3 FM (Buffalo)	WHTT 104 FM (Buffalo)
WDNY 1400 AM (Dansville)	WGSU 89.3 (Geneseo Campus)
WHAM 1180 AM (Rochester)	WPXY 97.9 FM (Rochester)
WVOR 100.5 FM (Rochester)	WCJW 1140 AM (Warsaw)

6-610

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Television Station: WHAM, Channel 13 (Rochester)

- IV) The College has also established a hotline that will provide a recorded message of class cancellations and essential services staffing at **245-6666**.
- V) Messages regarding class cancellations will also be sent to all-staff and all-student list serve.

It is understood that all College faculty, staff, and students will be afforded the opportunity to make their own decisions about reporting to work or classes with due consideration for travel safety.