Policy Statement
Occasionally it will be necessary to close part or all of the University, for part or all of the day. In all cases, safety of employees is of the utmost importance. If a staff member feels it necessary to leave campus prior to the office closing or not report to work, they may do so after notifying their supervisor or department head. Each department head will establish the notification process for their staff.

Employees who are concerned about safe travel are encouraged to exercise caution and use their best judgment in making decisions about traveling to and from work. The University considers these personal decisions on the part of the employee.

In the event of an early release, employees who are concerned about safe travel may remain on campus until they can arrange for safe travel. Employees who remain on campus to delay their departure will not be eligible for additional compensation under the ‘essential personnel’ guidelines.

Governance
Date Approved: August, 2011
Responsible Office: Office of Student Affairs & Human Recourses
Responsible Official: VP of Student Affairs & Director of Human Resources
Training Requirements: None
Date Originally Issued:
Date of Last Review: March, 2013

Policy Purpose
To provide a working environment that is safe.

Policy Scope
The policy covers full- and part-time employees, including student employees, and volunteers.

Who Should Know This Policy
All Faculty and staff.

Definitions
Delayed Opening – staff will report to work at the designated start time. Essential personnel will report to work per their regular schedule or as directed.
University Closed – only essential personnel will report to work per their regular schedule or as directed. All classes, day and evening, are cancelled.
Early Release and Evening Class Cancellation – non-essential personnel are expected to leave the campus and 2nd and 3rd shift non-essential personnel do not report to work. Classes starting after the release time and evening classes are cancelled.
Essential personnel refers exclusively to the employee in Facilities and Public Safety, for the purpose of this policy.
Policy Details
When it is determined that a delay, a closing or a cancellation must occur, the designated University official will make an announcement at the earliest possible time.

Classes and Offices
- Delayed opening and University closing announcements are generally made by 6:00am.
- Evening Class Cancellation announcements are generally made by 2:00pm.
- Delayed opening and University closing announcements are made on area television and radio stations, the University’s web site and the University’s main phone line. Employees may view a current list of media outlets on the University’s web site. This list is updated annually.
- Early release and Evening Class Cancellations are announced via email from the Office of Human Resources and an inclement weather notice will be available by calling the University’s main telephone line.

Functions and Programs
- Cancellation of functions and programs is at the discretion of the Rivier University sponsor (for internal events) or Rivier University contact (Rivier University employee who signed the contract with the external party). Sponsors and contacts are expected to confer with the University’s Public Safety Office (safe travel and plowed parking lots) and Sodexho (catering) before finalizing and communicating the decision to the function/program contact.

Payroll Policy
- **In the event of a delayed opening**, employees will be compensated for the period of time during which the University was closed, provided that the period of closing occurred during the employee’s regularly scheduled shift AND the employee reported to work at the time the University opened AND worked the remainder of their regular shift. Employees who decide not to report to work AND wish to receive pay, may use personal or accrued vacation time. Employees on sick, vacation, personal or other leave status will be compensated through those time-off benefits, if eligible.
- **In the event of a day or University closing**, employees regularly scheduled to work that day will be paid. Employees on sick, vacation, personal or other leave status will be compensated through those time-off benefits, if eligible.
- **In the event of an early release and evening closing**, dismissed 1st employees and 2nd and 3rd shift employees will be compensated for the remainder of their regularly scheduled shift. Employees who decide to leave work prior to the early release and wish to be paid for the balance of their regular shift may use personal or accrued vacation time. Employees on sick, vacation, personal or other leave status will be compensated through those time-off benefits, if eligible.
- **In the event of inclement weather and the University is open**, employees who choose not to report to work may use personal or accrued vacation time. With a supervisor’s approval non-exempt employees may take the time as unpaid.
• Essential Personnel in the Facilities and Public Safety Offices who report to work will receive “emergency call-in” compensation.

Violations

Revision History
This policy was updated in July, 2012 to reflect the name change of the institution. This policy was updated March, 2013 and released April 1, 2013 to define the term ‘essential personnel’.