

Employee Procedures When SU Closed or Delayed - January 31, 2021

Dear Stevenson Faculty and Staff,

These instructions about university operations in the event of an SU closing or delay are being distributed to you in advance of expected inclement weather and snow on Monday and Tuesday. These procedures reflect our ability, in light of the COVID-19 pandemic, to provide and continue remote instruction even when we need to close or delay campus opening due to weather concerns.

On a day when the university **closes** due to inclement weather:

- Employees who have been working remotely should continue to work remotely that day, if normally scheduled to work.
- Emergency Closing Leave may be used by full-time employees who were expected to work on campus that day and don't have the capability to work remotely. Employees in this situation who are subject to furlough should use furlough hours on another day in the same pay period.
- Faculty who were planning to teach remotely that day should continue to teach their classes remotely. Faculty who were planning to teach in-person should pivot to remote instruction that day. Any questions should be directed to the supervisor/dean.
- Essential employees who are required to report to campus during an inclement weather event will continue to receive premium pay as in past instances of inclement weather. Premium pay will not apply to employees who work remotely.

On a day when the university has a **delayed opening or early closing**, please follow the instructions above during the part of the day the university is closed, to the extent possible. If you have questions about specific meetings, activities, or classes that were planned to occur in the proximity of the opening/closing time, please consult with your supervisor about how to proceed.

Closing and Delay Notifications

In the event of a closing or delayed opening due to inclement weather, we will communicate our status at approximately 5 a.m. on the day of a closing or delay via the following methods:

- SU Email
- SU Alert Text Messaging System ([Sign up here to receive alerts](#))
- SU Now Portal Homepage <https://now.stevenson.edu>
- Stevenson Homepage www.stevenson.edu

While we will communicate closing and delay information to local radio and TV stations, we cannot guarantee the timeliness or accuracy of the information that they report. Employees should always use these SU sources as the main and authoritative sources of Stevenson closing and delay information.

Thank you,

Dave Jordan
Vice President of Human Resources and Title IX Coordinator