



Winona State University

Closing of the University (Winona Campus) or Cancellation of Classes or Activities Due to Inclement Weather or Other Emergencies

1. PURPOSE:

This policy articulates the procedures that are followed when it becomes necessary to close the Winona campus of Winona State University (WSU), to begin daily operations later than regularly scheduled, or to cancel academic or non-academic activities due to inclement weather or other emergency conditions. A second purpose is to describe work conditions that prevail during the time that the university is closed. A third purpose is to describe procedures that are followed when an employee is unable to meet work responsibilities because of inclement weather.

This policy does not apply to off-campus student activities, including internships, student teaching, clinicals, and away-from-home co-curricular activities. Attendance at these activities will be determined by an instructor, if one is present, or, in the absence of an instructor, by each of the students involved. If no instructor is present at the site of the activity, it is suggested that students, if possible, reach a decision after consulting with the sponsoring agency supervisor or their instructor. Students who determine that weather conditions make attendance at such activities impossible should not be penalized for that decision.

The WSU-Rochester campus is governed by a separate policy and operating procedures in collaboration with Rochester Community and Technical College.

2. DEFINITIONS:

- A. Closing the University (Winona Campus). Closing the university means to cease all operations other than those operations deemed essential to the protection of life and property. Closing the university results in the cancellation of classes, student and staff activities, and meetings. All general offices are closed.
- B. Cancellation of Classes. Cancellation of classes (off-campus or on-campus) means to cancel one (1), several, or all classes, in the absence of officially closing the entire university.
- C. Cancellation of Non-Academic Activities. Cancellation of non-academic activities refers to cancellation of an event or events such as basketball games, concerts, or theatrical productions.
- D. Delayed Opening. Delayed opening refers to opening of all operations at a later time with the exception of those operations essential to the protection of life and property which would continue under any conditions.
- E. Winona Campus. Includes all university owned and operated facilities (i.e., main, east, west locations).

3. AUTHORITY:

- A. The decision to close the university or to delay a daily opening, for whatever reason, is made by the President or the President's designees: the Vice President for Finance and Administrative Services or his/her designees.
- B. In times of weather or other emergency conditions, assessment of conditions shall be the responsibility of the Vice President for Finance and Administrative Services or his/her designee. The vice president or his/her designee shall consult with, at minimum, one state or one local authority and other available weather resources regarding weather conditions.
- C. Cabinet-level officers shall develop procedures for notification of essential personnel who must report to work during times the university is closed due to weather or other emergencies. The positions listed below on pages 5-6 are designated as "weather essential" for purposes of closing due to inclement weather or other emergencies:
- E. Individual faculty members have the authority to cancel one (1) or more classes. Faculty members should contact their academic departments and the director of Public Information via e-mail, phone or voicemail. Instructors should identify classes cancelled due to weather and supply a call-back number to verify the call.
- F. The decision to cancel a non-academic event or close the Library, in the absence of closing the university, will be made by the director of the activity or director of the Library/designee in consultation with his/her supervisor.
- G. Whenever possible, decisions to cancel day classes will be made by six (6) a.m., and decisions to cancel night classes will be made by three (3) p.m. and immediately communicated to employees, students, and the public as detailed in the "PUBLIC NOTIFICATION" section of this regulation, as well as Section seven (7).

4. PUBLIC NOTIFICATION:

- A. Closing the University or Cancellation of Classes. Upon the closing of the university or cancellation of classes or activities, Winona State University's "Weather Closing Plan: Winona Campus" will be activated by the director of Public Information at the direction of the vice president for Finance and Administrative Services. The WSU homepage is the official source for information on closings and cancellations. Area and local media will be notified, including the university's radio station, KQAL, only when the university closes or all classes are cancelled. University switchboard personnel will also be contacted.
- B. Cancellation of Selected Classes or Non-Academic Activities. Notification of the cancellation of selected classes or non-academic activities will be posted on the WSU homepage. Individual faculty members or appropriate supervisors are responsible for utilizing media and/or other appropriate means if additional coverage is desired.

5. WORK RESPONSIBILITIES WHEN THE UNIVERSITY IS CLOSED OR CLASSES AND NON-ACADEMIC ACTIVITIES ARE CANCELED:

- A. When the university is closed due to an emergency that threatens the health and safety of individuals, employees not deemed vital for the safe operation of the university may be excused from duty with full pay. In regard to such closure, the following additional guidelines will prevail:
 - 1. Employees who reported to work and were sent home should not be paid for more than their regular scheduled hours. Employees shall not be enriched through additional compensation, including compensatory time, or increased benefits as a result of an emergency situation.
 - 2. Employees who were required by their appointing authorities to remain at work should not be paid for more than their regular scheduled hours or the actual number of hours worked inclusive of any overtime.
 - 3. Employees on approved sick or pre-arranged vacation leave shall not have such leave time restored to their balances.
 - 4. Employees on any approved leave without pay shall not be paid for this emergency leave time.
 - 5. Employees who called in on the day of an emergency, for vacation time, compensatory time or leave without pay, will be credited with emergency leave from the point of the declaration of the emergency to the end of the scheduled shift, if the appointing authority ceased operations during their regular shift.
 - 6. Employees using the positive time reporting system should instruct employees to record this time under "Other Authorized Leave Hours Taken" with an "X" designating the type of leave taken. Also note in the remarks section "Weather Emergency".
- B. When classes are canceled, appropriate curricular adjustments shall be made by faculty on an individual basis.
- C. When non-academic activities are canceled, the activities shall be rescheduled when appropriate and possible.

6. WORK RESPONSIBILITIES DURING INCLEMENT WEATHER WHEN THE UNIVERSITY IS NOT CLOSED

Due to personal circumstances during inclement weather, such as place of residence, employees might be unable to get to work or may find it necessary to leave work early even though the university has not been closed. In such cases, employees can elect several options for time missed: time without pay, emergency/personal leave, vacation leave or, if working conditions permit and supervisors agree, the time may be made up.

7. CANCELING ALL CLASSES/CLOSING THE CAMPUS

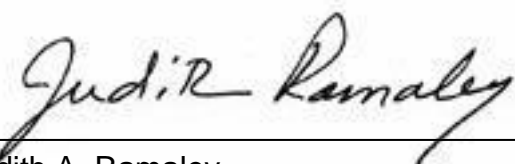
The procedure for canceling all classes is as follows:

For Winona, the president or president's designee shall determine whether day classes and evening classes should be canceled. The director of Public Information notifies the campus via email and posts the information on the WSU homepage. The news media identified in the WSU Weather Closing Plan will be notified following the campus announcements. Whenever possible, notification will be made by 6 a.m. for day classes and by 3 p.m. for evening classes. The WSU switchboard will be notified on the same schedule.

For WSU-Rochester, the decision to close campus or cancel classes is a joint decision made by the President of the Rochester Community and Technical College and the Director of the WSU-Rochester campus (or their designee). Any decisions that affect WSU-R campus operations will be communicated by the WSU-R Director (or designee) to the WSU Director of Public Information. The Director of Public Information notifies the WSU community via email and posts the information on the WSU homepage.

This WSU Regulation supersedes WSU Regulation 5-13 dated February 1, 1997.

AUTHENTICATED BY:



Judith A. Ramaley
President

April 11, 2011
Date of Adoption

Authoritative References:

[MnSCU Policy 4.4 Weather /Emergency Closings](#)
President

Initial Date of Adoption: 9/10/96

Date of Revisions: 2/1/97

LIST OF ATTACHMENTS

Listing of Weather Essential Facilities Employees

WINONA STATE UNIVERSITY
Essential Employees List – Reg 5-13
October 15, 2018

ESSENTIAL EMPLOYEES LIST:

Vice President for Enrollment Management and Student Life and Development

Dean of Students
Residence Hall Directors
Director of Student Union

Vice President for Finance and Administration

Facilities Employees (See attached list)
Director of Security
Assistant Director of Security

Vice President for University Advancement

Senior Director of Marketing and Communications

Provost – Vice President for Academic Affairs

Associate Vice President of Information Technology (CIO) and Dean of the Library
Director of Infrastructure and Enterprise Services
Network Engineer

WINONA STATE UNIVERSITY
Essential Employees List – *Facilities Services Reporting List*
October 15, 2018

FACILITIES ESSENTIAL EMPLOYEES LIST:

Assistant Vice President Facilities Services

All Facilities Services Supervisors:

- Arboretum Director/Landscape Services Supervisor
- Director of Planning and Construction
- Physical Plant Director
- Building Services Manager
- Building Services Supervisor (2)
- Building Maintenance Supervisor over Mailroom/Shipping & Receiving

All Other Facilities Position Listed Below:

- Plant Maintenance Engineer Lead (2)
- All Plant Maintenance Engineers
- Refrigeration Mechanic
- All General Repair Workers
- All Building Utilities Mechanics
- Plumber
- Electrician Master of Record
- Electrician
- Locksmith
- All General Maintenance Workers
- Groundskeeper Senior
- Groundskeeper Intermediate
- Arborist