Inclement Weather

POLICY STATEMENT

Cornell University may change its operating status during and surrounding periods of inclement weather. At such times, the university has a prescribed method for evaluation and communication of these changes to university staff, faculty, and students. Academic and administrative units are expected to abide by any decision made by central administration regarding operating status.

REASON FOR POLICY

The university wishes to protect the safety of its community members, research, and facilities and in periods of inclement weather. Toward that end, the university is committed to operational consistency and efficiency when a change in operating status is warranted.

ENTITIES AFFECTED BY THIS POLICY

– Ithaca-based campuses and Tompkins County and Geneva locations

WHO SHOULD READ THIS POLICY

– All members of the Cornell University Ithaca and Geneva campus communities

WEB ADDRESS FOR THIS POLICY

– This policy: www.dfa.cornell.edu/treasurer/policyoffice/policies/volumes/riskandsafety/inclementweather.cfm
– University Policy Office: www.policy.cornell.edu
POLICY 8.2
Inclement Weather

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**RELATED RESOURCES**

**University Policies and Documentation**

- University Policy 6.9, Time Away from Work (Excluding Academic and Bargaining Unit Staff)
- University Policy 6.13, Disability Accommodation Process for Faculty and Staff
- University Policy 8.3, Emergency Planning
- Inclement Weather Procedures for Students with Disabilities

**University Forms and Systems**

- Cornell Operating Status
- Cornell Special Conditions Information
- Student Center
- Voluntary Inclement Weather Questionnaire for Faculty and Staff
- Voluntary Inclement Weather Questionnaire for Students
- Workday
## POLICY 8.2

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### CONTACTS

Please direct general questions about University Policy 8.2, Inclement Weather, to your unit’s administration. If you have questions about specific issues, call the following offices:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Telephone</th>
<th>E-mail/Web Address</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Policy Clarification</strong></td>
<td>Vice President for Infrastructure, Properties and Planning</td>
<td>(607) 255-4394</td>
<td><a href="http://www.fs.cornell.edu/vice_president_message.cfm">www.fs.cornell.edu/vice_president_message.cfm</a></td>
</tr>
<tr>
<td><strong>Area Bus Service (Recorded Information)</strong></td>
<td>Chemung/Schuyler County Transit</td>
<td>(607) 254-6791</td>
<td>transportation.fs.cornell.edu/commuting/busservices/</td>
</tr>
<tr>
<td></td>
<td>Cortland Public Transit</td>
<td>(607) 254-6792</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tioga County Public Transit</td>
<td>(607) 254-6793</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tompkins Consolidated Area Transit (TCAT)</td>
<td>(607) 254-6790</td>
<td><a href="http://www.tcatbus.com">www.tcatbus.com</a></td>
</tr>
<tr>
<td><strong>Area Bus Service (Schedules)</strong></td>
<td>Tompkins Consolidated Area Transit (TCAT)</td>
<td>(607) 277-7433 (277-RIDE)</td>
<td><a href="http://www.tcatbus.com">www.tcatbus.com</a></td>
</tr>
<tr>
<td><strong>Area Bus Service (Other Questions)</strong></td>
<td>Chemung/Schuyler County Transit</td>
<td>(607) 734-5212</td>
<td>transportation.fs.cornell.edu/commuting/busservices/</td>
</tr>
<tr>
<td></td>
<td>Cortland Public Transit</td>
<td>(607) 758-3383</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tioga County Public Transit</td>
<td>(607) 699-3424</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tompkins Consolidated Area Transit (TCAT)</td>
<td>(607) 277-9388, ext. 300</td>
<td><a href="http://www.tcatbus.com">www.tcatbus.com</a></td>
</tr>
<tr>
<td><strong>Compensation</strong></td>
<td>Compensation Services</td>
<td>(607) 254-8355</td>
<td><a href="mailto:compensation@cornell.edu">compensation@cornell.edu</a></td>
</tr>
<tr>
<td><strong>Designation of Essential Personnel</strong></td>
<td>Appropriate Department or Unit Head</td>
<td>Unit-specific</td>
<td></td>
</tr>
<tr>
<td><strong>Disability Accommodation for Faculty and Staff Members</strong></td>
<td>Medical Leaves Administration</td>
<td>(607) 255-1177</td>
<td><a href="mailto:benefits@cornell.edu">benefits@cornell.edu</a> hr.cornell.edu/policies/all/disability_accommodation_faqs.html</td>
</tr>
<tr>
<td><strong>Disability Accommodation for Students</strong></td>
<td>Student Disability Services</td>
<td>(607) 254-4545</td>
<td><a href="mailto:sds_cu@cornell.edu">sds_cu@cornell.edu</a> sds.cornell.edu/other_accommodations/transportation.html</td>
</tr>
<tr>
<td><strong>Emergency</strong></td>
<td>Cornell University Police Department (CUPD)</td>
<td>911</td>
<td></td>
</tr>
<tr>
<td><strong>Inclement Weather Program for Individuals with Disabilities</strong></td>
<td>Office of Workforce Policy and Labor Relations</td>
<td>(607) 254-7232</td>
<td><a href="mailto:equalopportunity@cornell.edu">equalopportunity@cornell.edu</a> <a href="http://www.cornell.edu/disability/inclement-weather.cfm">www.cornell.edu/disability/inclement-weather.cfm</a></td>
</tr>
<tr>
<td><strong>Operating Status of the University</strong></td>
<td>Inclement Weather Phone</td>
<td>(607) 255-3377</td>
<td><a href="http://www.cornell.edu/status/">www.cornell.edu/status/</a></td>
</tr>
<tr>
<td><strong>Parking Vehicles on Campus</strong></td>
<td>Commuter and Parking Services</td>
<td>(607) 255-4600</td>
<td><a href="http://transportation.fs.cornell.edu/parking">transportation.fs.cornell.edu/parking</a></td>
</tr>
</tbody>
</table>
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DEFINITIONS

These definitions apply to terms as they are used in this policy.

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delayed Opening</td>
<td>A university operating status based upon the weather or other emergency that delays or changes the schedules of certain administrative and academic units in Tompkins County.</td>
</tr>
<tr>
<td>Designated Weather Watcher (DWW)</td>
<td>An individual appointed by the Vice President for Infrastructure, Properties and Planning who, during periods of potential or actual inclement weather, assists in the monitoring and assessment of weather conditions, notification of key personnel, and consultation with appropriate parties.</td>
</tr>
<tr>
<td>Essential Employee</td>
<td>An individual needed on campus to meet the needs of students, research programs, or general operations when the university and/or the local roads are closed. This includes, but is not limited to, individuals providing critical dining or health services, those needed to tend critical research experiments needing regular attention, those tending to the needs of research animals, or those in critical physical plant or safety operations.</td>
</tr>
<tr>
<td>Full Closing</td>
<td>A university operating status based upon the weather or other emergency that closes all university offices and departments, except selected emergency and essential services.</td>
</tr>
<tr>
<td>Inclement Weather</td>
<td>Expected or actual weather conditions that are severe enough to affect university vehicular traffic and/or university schedules.</td>
</tr>
<tr>
<td>Partial Closing</td>
<td>A university operating status based upon the weather or other emergency that closes most administrative offices, but allows academic units to operate on a normal schedule.</td>
</tr>
<tr>
<td>Road Advisory</td>
<td>A travel advisory issued by the Tompkins County Sheriff. When a road advisory is issued, the university will remain open, and units are expected to remain open.</td>
</tr>
<tr>
<td>Road Closure</td>
<td>The official closure of all roads in Tompkins County, issued by the Tompkins County Sheriff. In the event of a Tompkins County road closure, the university will close.</td>
</tr>
</tbody>
</table>
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RESPONSIBILITIES

The major responsibilities each party has in connection with the University Policy 8.2, Inclement Weather, are as follows:

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
</tr>
</thead>
</table>
| **Associate Vice President for Environmental Health and Safety** | Consult with the Cornell University Police Department (CUPD) when a decision regarding operating status is being made.  
Consult with Vice President for Infrastructure, Properties and Planning and Designated Weather Watcher (DWW) during weather watch, and when a decision regarding operating status is being made. |
| **Associate Vice President for Facilities Management** | Consult with the Vice President for Infrastructure, Properties and Planning when a decision regarding operating status is being made. |
| **Associate Vice President for University Communications** | Follow notification procedures consistent with this policy (see the “Notification Procedures” segment of this policy). |
| **Cornell University Police Department (CUPD)** | Consult with appropriate members of the university and surrounding law enforcement agencies. Report conclusions to the Vice President for Infrastructure, Properties and Planning.  
Initiate local warning actions when there is an immediate weather threat. |
| **Department Chair or Unit Head** | Within your unit, maintain the same operating status that has been declared by the university.  
When a change in operating status has been declared, maintain a schedule within your unit that is consistent with this policy.  
Designate essential employees on an annual basis (see the “Essential Employees” segment of this document).  
Develop adequate internal procedures for compliance to this policy. |
| **Designated Weather Watcher (DWW)** | Remain aware of weather conditions on behalf of the university.  
Heighten weather-monitoring activities to remain cognizant of the threat to the university and surrounding area if and when weather becomes potentially hazardous.  
Notify the Vice President for Infrastructure, Properties and Planning of any potential inclement weather situations.  
Notify the Vice President for Infrastructure, Properties and Planning and the pre-established inclement weather planning group if and when it becomes apparent that hazardous weather is imminent.  
Work with the CUPD and University Communications to issue weather advisories/warnings and changes in operating status of the university. |
| **Director of Grounds** | Consult with the CUPD and the Vice President for Infrastructure, Properties and Planning when a decision regarding operating status is being made. |
| **Senior Director of Transportation and Mail Services** | Follow notification procedures consistent with this policy (see the “Notification Procedures” segment of this policy). This includes the Tompkins County and out-of-county transportation service providers. |
| **Supervisor** | Be reasonably understanding and flexible regarding staff members’ needs during periods of inclement weather, especially if a long commute to and from work is involved. |
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RESPONSIBILITIES, continued

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice President for Human Resources and Safety Services</td>
<td>Follow notification procedures consistent with this policy (see the “Notification Procedures” segment of this policy).</td>
</tr>
<tr>
<td>Vice President for Infrastructure, Properties and Planning</td>
<td>Make a final decision regarding the operating status of the university.</td>
</tr>
<tr>
<td>Vice President for Student and Campus Life</td>
<td>Follow notification procedures consistent with this policy (see the “Notification Procedures” segment of this policy).</td>
</tr>
</tbody>
</table>
POLICY 8.2

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PRINCIPLES

Overview

During inclement weather, the Vice President for Infrastructure, Properties and Planning will make a decision regarding the operating status of the university. This decision will be based on information received from the Designated Weather Watcher (DWW); forecasts from a number of meteorological services; reports on local and campus road conditions from the Cornell University Police Department (CUPD), Grounds Care, Facilities Operations, and the Tompkins County Sheriff’s Department; and advice from senior executive staff and the deans.

◆ Caution: A decision of central administration as to when the university will close will govern all units of the university located in Tompkins County. Individual colleges and departments may not override a decision of central administration to close the university (i.e., departments and units may not stay open if central administration has declared that the university is closed; similarly, units may not declare themselves closed unless the university is closed).

This policy describes university procedures for implementing a change in operating status (see the “Procedures” section of this policy); provides information on university schedules during a change in operating status (see the "Change In Operating Status" segment of this policy); and outlines standard notification procedures for administrators to follow in such instances (see the "Notification Procedures" segment of this policy).

◆ Notes:

- Procedures for the Geneva Experiment Station may differ from those of Tompkins County locations. See the “Geneva Experiment Station” segment of this policy for more information.

- Procedures for colleges or units outside of Tompkins County may differ from those of Tompkins County locations. See the “Other Locations Outside of Tompkins County” segment of this policy for more information.

Faculty, Staff Member, and Student Needs

Supervisors should be reasonably understanding and flexible regarding a staff member's individual needs during inclement weather, especially if the employee has a long commute to and from work. A faculty or staff member who believes that it is unsafe to travel, or who is faced with unexpected family care responsibilities (such as those created by local school closings), should use his or her judgment and remain at home if that is the most prudent action (for information on how to record time taken off during inclement weather, see the “Compensation” segment of this policy).

Cornell has a voluntary program for faculty and staff with short- or long-term mobility impairments who have difficulty getting to or around their worksite during
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inclement weather. To see if the program meets your needs, please visit the Disability Information website at www.cornell.edu/disability/inclement-weather.cfm and complete the “Voluntary Inclement Weather Questionnaire” (www.cornell.edu/disability/docs/inclement-weather-questionnaire.pdf) or obtain a printed copy from the Office of Workforce Policy and Labor Relations (WPLR) at (607) 254-7232 or equalopportunity@cornell.edu.

WPLR will collect the information and work with the ADA Coordinator for Facilities to assess the staff member’s parking or transit information, work location, arrival and departure times, other buildings frequented in the workday, and challenges experienced due to inclement weather. In addition to this campus-wide coordination, staff members are encouraged to work with their supervisors and building coordinators to relay their specific needs.

For students with disabilities, inclement weather procedures and transportation accommodation information is available on the Student Disability Services website at sds.cornell.edu/campus_access.html. Students who need accommodation can complete a “Voluntary Inclement Weather Questionnaire” (sds.cornell.edu/Forms/Voluntary_Inclement_Weather_Questionnaire.pdf) and submit it to Student Disability Services at sds_cu@cornell.edu.
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**PROCEDURES**

**Essential Employees**

Essential employees are those needed on campus to meet the needs of students, research programs, or general operations when the university and/or the local roads are closed. These employees work primarily in areas that have been pre-identified as essential service functions in unit emergency plans, and they have specialized training required to do the work, and/or they have assignments directly related to critical research. This includes, but is not limited to, individuals providing critical dining or health services, those needed to tend critical research experiments needing regular attention, those tending to the needs of research animals, or those in critical physical plant or safety operations.

If you are a manager in an area where essential employees must report to or remain at work even when the university is closed, you must do the following prior to winter weather:

- Ensure that the applicable job description(s) clearly state this requirement.
- Ensure that these staff members are identified as essential employees in your unit emergency plans, and that they are aware of their status.
- Verify that each essential employee who will be needed to report to work during a university and/or road closure understands the timing of his or her shift and has an opportunity to discuss any issues or concerns.

**Travel to and from Work**

If a county or municipality announces that you should "avoid unnecessary travel" but no special operating status has been announced, employees are expected to report to work as usual (travel to and from work is considered necessary travel).

Occasionally, a county or municipality announces that the roads are closed. Essential employees who attempt to come to work when the roads are closed are encouraged to carry their university identification card.

**How to Learn About a Change in Operating Status**

Once a decision has been made to change the operating status of the university, the details will be disseminated as widely as possible through telephone trees, e-mail, and the local media. The expected reopening time and/or date will be available with the closing information through these channels, whenever possible.

A notice of any change in university operating status will be distributed automatically to all faculty, staff members, and students with an active Cornell NetID through a mass electronic mailing. In addition, any of the options below may be used to learn of the current or expected operating status of the university. For
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PROCEDURES, continued

information on how the decision of a change in operating status is communicated, see the Responsibilities section of this document.

Option A—Online

Employees may access information on the operating status of the university at the following webpages:

- www.cornell.edu/status/
- www.cornell.edu/cuinfo/specialconditions/

In addition, the Special Conditions electronic mailing list distributes notifications by e-mail of changes in the university’s operating status, road closures, construction delays, or other unusual events on campus. To subscribe, send an e-mail message to SpecialConditions-L-request@cornell.edu. The body of the message should read, “join” (without the quotes).

Option B—Radio or television

Whenever possible, announcements of a decision regarding the university’s operating status will be broadcast over local and regional radio and television stations, beginning at 5:00 a.m. (see the table below).

◆ Note: The media generally do not carry announcements of openings; they broadcast closings and delays only. If there is no announcement concerning Cornell, assume that the university will be open and operating as usual.

<table>
<thead>
<tr>
<th>Ithaca</th>
<th>WHCU 870 AM</th>
<th>WPIE 1160 AM</th>
<th>WNYY 1470 AM</th>
<th>WICB 91.7 FM</th>
<th>WVBR 93.5 FM</th>
</tr>
</thead>
<tbody>
<tr>
<td>WYXL 97.3 FM</td>
<td>WQNY 103.7 FM</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Binghamton</td>
<td>WKOP 680 AM</td>
<td>WNBF 1290 AM</td>
<td>WSQX 89.3 FM</td>
<td>WSKG 90.9 FM</td>
<td>WHWK 98.1 FM</td>
</tr>
<tr>
<td>WAAL 99.1 FM</td>
<td>WYOS 104 FM</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cortland</td>
<td>WKRT 920 AM</td>
<td>WIII 99.9 FM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dundee</td>
<td>WFLR 1570 AM</td>
<td>WFLR 95.9 FM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elmira/ Watkins Glen/</td>
<td>WWLZ 820 AM</td>
<td>WENY 1230 AM</td>
<td>WGMF 1490 AM</td>
<td>WENY 92.7 FM</td>
<td>WPGI 100.9 FM</td>
</tr>
<tr>
<td>Montour Falls</td>
<td>WNGZ 104.9 FM</td>
<td>WNKI 106.1 FM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Owego</td>
<td>WEBO 1330 AM</td>
<td>WLTV 101.7 FM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Syracuse - AM</td>
<td>WSYR 570</td>
<td>WHEN 620</td>
<td>WFBL 1050</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Syracuse- FM</td>
<td>WSEN 92.1</td>
<td>WYYY 94</td>
<td>WBBS 104.7</td>
<td>WHCD 106.9</td>
<td>WWHT 107.9</td>
</tr>
<tr>
<td>Television</td>
<td>News Center 7</td>
<td>IC TV 16</td>
<td>WBNG 12</td>
<td>WENY 36</td>
<td>WICZ 40</td>
</tr>
<tr>
<td>WIVT 34</td>
<td>WIXT 9</td>
<td>WTVH 5</td>
<td>WSTM 3</td>
<td>WSYT 68</td>
<td></td>
</tr>
</tbody>
</table>
PROCEDURES, continued

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Option C—Telephone
Call the Inclement Weather Phone at 255-3377 to find out the present or predicted operating status of the university. This is particularly useful to those regularly scheduled to start work before 5:00 a.m.

Option D—Emergency Mass Notification via Text or Voice Message
Faculty, staff members, and students can receive emergency notifications via text message on their mobile phones or by voice message on any phone.

To sign up for emergency alerts issued by the Cornell University Police Department (CUPD) or Environmental Health and Safety (EHS):

- **Faculty and staff members**: Go to the workday.cornell.edu, and log in with your NetID and password. After logging in, click on the All About Me tab, and then select Important Links: Employees. Select Emergency Mass Notification and enter your information. For emergency contact information, select Personal Information, and then Emergency Contacts, and enter your information.

- **Students**: Go to Student Center at www.studentcenter.cornell.edu, select the link for Emergency Mass Notification, and follow the instructions.

Decision to Make a Change in Operating Status
If a change in operating status is warranted, the Vice President for Infrastructure, Properties and Planning has three options: a delayed opening, a partial closing, or a full closing.

The table that follows shows university schedules associated with decisions to change the operating status of the university.

<table>
<thead>
<tr>
<th></th>
<th>Delayed Opening</th>
<th>Partial Closing</th>
<th>Full Closing</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Athletic Events</strong></td>
<td>Report to work at the announced opening time.</td>
<td>Regular schedule</td>
<td>Canceled</td>
</tr>
<tr>
<td><strong>Bus Service</strong></td>
<td>Regular schedule, weather permitting. If the roads are closed by the Tompkins County Sheriff's Department, schedules may be reduced.</td>
<td>Regular schedule, weather permitting. If the roads are closed by the Tompkins County Sheriff's Department, schedules may be reduced.</td>
<td>Regular schedule, weather permitting. If the roads are closed by the Tompkins County Sheriff's Department, schedules may be reduced.</td>
</tr>
<tr>
<td><strong>Campus Life</strong></td>
<td>Selected emergency and essential services operate on a normal schedule. All others report to work at the announced opening time.</td>
<td>Regular schedule</td>
<td>Selected emergency and essential services operate on a normal schedule.</td>
</tr>
</tbody>
</table>
POLICY 8.2
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PROCEDURES, continued

<table>
<thead>
<tr>
<th></th>
<th>Delayed Opening</th>
<th>Partial Closing</th>
<th>Full Closing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes and Office Hours</td>
<td>Begin at the announced opening time.</td>
<td>Regular schedule</td>
<td>Canceled</td>
</tr>
<tr>
<td>Cornell Information and Referral Center</td>
<td>Report to work at the announced opening time.</td>
<td>Regular schedule</td>
<td>Selected emergency and essential services operate on a normal schedule.</td>
</tr>
<tr>
<td>Cornell University Police Department (CUPD)</td>
<td>Regular schedule</td>
<td>Regular schedule</td>
<td>Selected emergency and essential services operate on a normal schedule.</td>
</tr>
<tr>
<td>Environmental Health and Safety</td>
<td>Report to work at the announced opening time.</td>
<td>Regular schedule</td>
<td>Selected emergency and essential services operate on a normal schedule.</td>
</tr>
<tr>
<td>Essential Personnel</td>
<td>Regular schedule</td>
<td>Regular Schedule</td>
<td>Regular Schedule</td>
</tr>
<tr>
<td>Examinations</td>
<td>Begin at the announced opening time.</td>
<td>Regular schedule</td>
<td>Canceled</td>
</tr>
<tr>
<td>Facilities Services</td>
<td>Report to work at the announced opening time.</td>
<td>Selected emergency and essential services operate on a normal schedule.</td>
<td>Selected emergency and essential services operate on a normal schedule.</td>
</tr>
<tr>
<td>Gannett Health Services</td>
<td>Report to work at the announced opening time.</td>
<td>Regular schedule</td>
<td>Selected urgent and essential services operate on a normal schedule.</td>
</tr>
<tr>
<td>Libraries</td>
<td>Open at the announced opening time.</td>
<td>Regular schedule, reduced services</td>
<td>Closed</td>
</tr>
<tr>
<td>Vehicles, Parking on Central Campus</td>
<td>Staff members wishing to park on campus are encouraged to park in the parking garage or at other designated “overnight winter parking areas.”</td>
<td>Staff members wishing to park on campus are encouraged to park in the parking garage or at other designated “overnight winter parking areas.”</td>
<td>Staff members wishing to park on campus are encouraged to park in the parking garage or at other designated “overnight winter parking areas.”</td>
</tr>
<tr>
<td>All Other Administrative Offices</td>
<td>Report to work at the announced opening time.</td>
<td>Closed</td>
<td>Closed</td>
</tr>
</tbody>
</table>

Campus Travel and Parking

Essential personnel who arrive at central campus before the scheduled opening time, or when the university is closed, should park in the parking garage or at other designated “overnight winter parking areas.”

Compensation

In the event of a delayed opening, partial closing, or closing, regular full-time and part-time employees who are not required to report to or remain at work will be paid at their regular rate for regularly scheduled hours while the university is closed.

Nonexempt employees should record this time as "paid leave."

Regular full-time or part-time nonexempt employees who are required to work during a delayed opening, partial closing, or full closing will receive pay at time and
PROCEDURES, continued

one-half their normal rate for hours actually worked, plus paid leave equal to the hours worked during this closing. Alternatively, upon mutual agreement between the employee and the supervisor, the nonexempt employee may receive straight pay for the day, plus paid leave equal to one and one-half times the number of hours actually worked during this closing. All paid leave must be taken by October 15, or it will be forfeited. The time and attendance system is the official accrual record for paid leave for nonexempt staff members.

Compensation during inclement weather for employees who are covered by collective bargaining agreement is subject to the provisions of their contracts.

Employees who cannot report to or cannot remain at work due to personal travel conditions when the university is open may charge the time off to health and personal leave or vacation; make up the time within the same workweek at the mutual convenience of the employee and the supervisor; or request leave without pay.

Those employees on an approved scheduled vacation or on health and personal leave will be charged leave time regardless of the weather or the operating status of the university.

Geneva Experiment Station

The Geneva Experiment Station has only one emergency mode of operation during inclement weather: cancellation of all functions except those essential to safety and basic physical plant operation. The latter functions, covering seven days and three shifts, have special guidelines.

The director or his designee has the responsibility to make the decision to declare the emergency mode. The decision at Geneva is made independent of any emergency mode decisions affecting the Cornell campus at Ithaca. If the city or county announces that motorists are prohibited from driving on all or some of the roads, we do not expect employees to violate those rules. However, some essential personnel will be needed on the job. Essential personnel are designated by their supervisors based on certain criteria.

Whenever possible, announcement of decisions on inclement weather conditions will be made by 6:30 a.m. of the day affected, through the director’s office.

The following radio stations have agreed to cooperate with the university in announcements of the inclement weather emergency:
POLICY 8.2

Inclement Weather

CALL LETTERS | DIAL SETTING | CITY
--------------|--------------|------
WCGR (AM)     | 1550         | CANANDAIGUA
WGVA (AM)     | 1240         | GENEVA
WNYR (FM)     | 98.5         | GENEVA
WACK (AM)     | 1420         | NEWARK
WFLR (AM)     | 1570         | PENN YAN
WHAM (AM)     | 1180         | ROCHESTER
WSFW (AM)     | 1110         | SENECA FALLS
WHCU (AM)     | 870          | ITHACA

In the event that a weather emergency is called during the day, notification will be made through departmental offices.

On any day in which the Geneva Experiment Station is operating in the emergency mode of operation during inclement weather, those employees normally scheduled to work will be compensated as if they had worked. Employees on vacation and health and personal leave, or on a regularly scheduled day off, will not be additionally compensated for an inclement weather day.

Those regular, full-time or part-time, nonexempt essential employees who are required to work will receive pay at time and one-half their normal rate for hours actually worked during the closing (delayed, partial, full), plus paid leave, equal to the employee's hours worked during the closing (delayed, partial, full). As an alternative, upon mutual agreement between the employee and supervisor, the nonexempt employee may receive straight pay for the day, plus paid leave equal to one and one-half times the number of hours actually worked during the closing (delayed, partial, full). All paid leave must be taken by October 15, or it will be forfeited. These days should be recorded as paid leave. The time and attendance system is the official accrual record for paid leave for nonexempt staff members.

Other Locations
Outside of Tompkins County

The division vice president, dean, or his or her designee is responsible to make the decision on operating status. The decision is made independent of any emergency mode decisions affecting the Cornell campus at Ithaca. If the city or county where the department or unit is located announces that motorists are prohibited from driving on all or some of the roads, employees are not expected to violate those rules.
PROCEDURES, continued

However, some essential personnel will be needed on the job. Essential personnel are designated by their supervisors based on certain criteria.

Notification Procedures

The following table shows the notification duties if there is any change in university operating status surrounding a period of inclement weather. Notification of a decision to close or delay will be communicated to the campus community as quickly as possible. If the decision is made during working hours, e-mail and telephone trees will be used. Under all circumstances, notification will be sent to local radio and television stations, and an e-mail notification will be sent automatically to all faculty, staff members, and students.

Table 3
Notification duties for decisions regarding operating status of the university

<table>
<thead>
<tr>
<th>Party</th>
<th>Must Notify</th>
<th>Comment</th>
</tr>
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<tbody>
<tr>
<td>Vice President for Infrastructure,</td>
<td>• President, Provost&lt;br&gt;• Associate Vice President for University Communications&lt;br&gt;• Vice President for Student and Campus Life&lt;br&gt;• Vice President for Human Resources and Safety Services&lt;br&gt;• Associate Vice President for Environmental Health and Safety&lt;br&gt;• Chief of the Police, CUPD&lt;br&gt;• Associate Vice President of Facilities Management&lt;br&gt;• Director of Grounds&lt;br&gt;• Senior Director of Transportation and Mail Services</td>
<td>As necessary</td>
</tr>
<tr>
<td>Properties and Planning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associate Vice President for</td>
<td>• All deans&lt;br&gt;• All vice presidents (except those noted above)&lt;br&gt;• Local media&lt;br&gt;• Director of Cornell Information and Referral Center&lt;br&gt;• Director of Government and Community Relations</td>
<td>As necessary</td>
</tr>
<tr>
<td>University Communications</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vice President for Student and Campus</td>
<td>• Director of Athletics&lt;br&gt;• Director of Gannett Health Services&lt;br&gt;• Assistant Vice President for Student and Campus Life&lt;br&gt;• Director of Cornell Dining&lt;br&gt;• Other staff members, as appropriate</td>
<td>As necessary</td>
</tr>
<tr>
<td>Life</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior Director of Transportation and</td>
<td>• Tompkins County and out-of-county transportation service providers&lt;br&gt;• Other staff members, as appropriate</td>
<td></td>
</tr>
<tr>
<td>Mail Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Unit Managers</td>
<td>• Staff members, as appropriate</td>
<td></td>
</tr>
</tbody>
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