

**TEMPLE UNIVERSITY**  
BOARD OF TRUSTEES  
POLICIES AND PROCEDURES MANUAL

**Title:** Inclement Weather and Unscheduled Campus Closings

**Policy Number:** 04.31.12

**Issuing Authority:** Office of the President

**Responsible Officer:** Executive Vice President and Chief Operating Officer

**Date Created:** 1991

**Date Last Amended/Reviewed:** December 2018

**Date Scheduled for Review:** December 2021

**Reviewing Office:** Financial Administration and Planning

**Scope of Policy & Rationale:**

Temple University's calendar is constructed with the expectation that instructional and business operations will be carried out as scheduled. To the extent practical, the university will adhere to the academic calendar to ensure the continuity of university operations. However, in the event of inclement weather or other situations that cause a disruption in university operations, a decision may be made to close or delay the opening of one or more university campuses. In addition, a decision may be made to cancel or postpone classes, even though campuses otherwise remain open for business.

**Policy Statement**

Temple University will conduct normal operations unless otherwise specified by the senior officer(s) designated by the President. To the degree weather or emergency indicates, closings may occur at various levels:

**Campus Closed** – All non-essential operations, including classes, will be closed for all or part of the day. The university reserves the right to schedule make up classes as necessary. Students in on-line classes should check with their instructor, as on-line classes may not be affected by campus closures. Employees designated as essential by their supervisors should report to work on campus as scheduled. Supervisors should ensure that employees are aware of who is considered essential and the expectations of each employee's role. Any employee who is unaware of his/her status in this regard must confirm expectations with his/her supervisor.

*Essential Employees:*

All essential employees are required to report to work as scheduled even if the university has announced an emergency campus closure. Unless notified to the contrary, “essential employees” shall be personnel, including but not limited to, those working in the following departments:

- Campus Safety Services
- Facilities Management
- Parking Services
- University Housing and Residential Life
- Payroll
- Campus Recreational Services
- Library Services
- Information Technology Services
- Business Services, including Dining Services

Supervisors may designate any employee as “essential,” based on the current circumstances and the necessity of continuity of the university’s mission. For emergency purposes, faculty members or administrative staff members who are key to the academic mission of the university may be designated “essential employees.” Employees must consult with their supervisors to confirm the status of their positions.

**Classes Cancelled** - No classes will be held, but all employees are expected to report to work as usual. Class cancellations may occur at any time during the day, including a delayed start time. Evening or campus continuing education classes also adhere to these closure recommendations and guidelines. Class cancellations may impact an individual campus or multiple campuses. The university reserves the right to schedule make up classes as necessary. Students in on-line classes should check with their instructor, as on-line classes may not be affected by class cancellations. Make up class time will take into account a number of factors, including, but not limited to applicable policies and guidelines for credit hours.

- **Delay of Class Start** - The start of classes will be delayed until an announced time. The day's regular schedule will be followed once classes start. All employees must report to work at the scheduled time.
- **Partial Day Class Cancellation:** Classes will be cancelled at an announced time. Classes normally scheduled after that point will not be held that day. All employees must report to campus as scheduled and/or remain on campus until the conclusion of scheduled work hours.

The cancellation of classes, the delay of class start, and incidents of early closure do not impact the delivery of clinical services in any school or college. All decisions regarding clinical services are the responsibility of the dean or her or his designee in schools and colleges providing patient care.

The President or designated officer is responsible for making decisions regarding the operating status of the university. The senior officer(s) will consult with the appropriate administrators or their designees in deciding to close a campus and/or cancel classes. As such:

- Schools, colleges and administrative offices may not cancel classes, or close independent of this policy. An administrative unit may not suspend operations during an inclement weather event without advance approval.
- Faculty members must consult with their dean or department chair if requesting to cancel classes due to inclement weather.
- Employees are expected to report for work when the University is open or opening late. Employees may not utilize alternative work arrangements (such as working from home) on those occasions without the express permission of the appropriate supervisor.
- Students are encouraged to notify their professors in the event that they are unable to attend classes due to weather conditions that do not result in delayed openings or campus closings.
- All off-campus student work assignments, including clinical programs, student teaching, practicums, and other site placements, should check with their site supervisor regarding closures of the site.
- Scheduled, alternative work arrangements not impacted by campus closure, such as work from home should proceed as scheduled.

## **Procedures**

When a decision is made to close a campus, cancel classes or delay an opening, the senior officer(s) and appropriate designees will collaborate to determine the content of the message to be distributed among the university community. Upon determination, the campus emergency communication protocol may be initiated:

- A conference call may be initiated in order to bring together university stakeholders for the express purpose of gathering information about life/safety conditions, scheduled events, athletics programming, and other considerations.
- Decisions about campus closure and/or class cancellation will be made by the Office of the President and senior officers as designated.
- Emergency notification may be initiated in the form of an email, text message and/or phone call.
- Information may be posted to the Temple University home page ([www.temple.edu](http://www.temple.edu)) and/or to a designated landing page, and distributed to appropriate news outlets.
- All employees are responsible for consulting available resources to determine and fulfill their obligations in the event of a potential weather or emergency event.

## Notes

### 1. Dates of official enactment and amendments: First enacted in 1991

#### Revision dates:

December 2003	Senior Vice President
January 2010	Office of the Senior Vice President, Chief Financial Officer & Treasurer
April 2011	Executive Vice President, Chief Financial Officer & Treasurer
September 2012	President's designee became Senior Vice President for Construction, Facilities and Operations
December 2014	Early closure and other protocols added
December 2018	President's designee became the Executive Vice President & Chief Operating Officer

### 2. History:

**Initial Policy Effective Date:** 1991

**Last Amended:** December 2018

**Reviewed By:** COO's Office, Provost's Office, Strategic Marketing and Communications, Campus Safety Services, Emergency Management, University Counsel, and Human Resources

### 3. Cross References:

Declaration of a Campus State of Emergency 04.60.11

Emergency Communication policy 04.61.01

Course Syllabi policy 02.78.13

Employee Manual section 12.15 available online: [www.temple.edu/hr](http://www.temple.edu/hr)