

TEMPLE UNIVERSITY
BOARD OF TRUSTEES
POLICIES AND PROCEDURES MANUAL

Title: Inclement Weather and Unscheduled Campus Closings

Policy Number: 04.31.12

Issuing Authority: Senior Vice President for Construction, Facilities and Operations

Responsible Officer: Senior Vice President for Construction, Facilities and Operations

Date Created: 1991

Date Last Amended/Reviewed: December 2014

Date Scheduled for Review: December 2016

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. In advance of an inclement weather event, supervisors should confirm with employees who is considered essential and what their responsibilities are.

Essential Employees:

All essential employees are required to report to work as usual 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 Security and Police
- Facilities Management
- Parking
- Telecommunications
- Student Housing
- Payroll
- Student Health Services
- Student Recreational Services
- Library and Computer Labs

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 usual 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 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 patient services in any school or college. All decisions regarding patient services are the responsibility of the dean or her or his designee in schools and colleges providing patient care.

The Senior Vice President of Construction, Facilities, and Operations or such other senior officer(s) as may from time to time be designated by the President 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 cancelling 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.
- Day classes are those beginning prior to 4:30 pm and evening classes are those beginning at 4:30 pm or later.
- Temple University Hospital, its affiliates, Temple University Physicians, and all off-campus work assignments, including clinical programs, student teaching, practicums, and other site placements, should check with their site supervisor regarding closures of the site.

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:

- Bridge call may commence to notify key administrators and/or regional directors.
- 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) and distributed to appropriate news outlets.
- Emergency hotline (215-204-1975) recording may be available.

Radio Broadcast Class Cancellation Numbers

Temple University participates in an inclement weather notification program with the City of Philadelphia. The following KYW (1060) radio broadcast cancellation numbers are assigned to Temple University for the purposes of class cancellation only and does not reflect a campus closure during which employees need not report. Please note that the Health Sciences Center and the School of Law are included under the 101 and 2101 numbers.

- 101 Day class cancellation for Main Campus, the Health Sciences Center, and TUCC (includes all schools and colleges at these campuses)
- 2101 Evening class cancellation for Main Campus, the Health Sciences Center, and TUCC (includes all schools and colleges at these campuses)
- 181 School of Podiatric Medicine
- 426 Day class cancellation for Ambler and Fort Washington
- 2426 Evening class cancellation for Ambler and Fort Washington

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

2. History:

Initial Policy Effective Date: 1991

Last Amended: December 2014

Reviewed By: Operations, Provost’s Office, University Communications, Financial Administration & Planning

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 sections 14.16 and 14.17 available online: www.temple.edu/hr