

JAMES A. RHODES STATE COLLEGE
HUMAN RESOURCES POLICY STATEMENT

This policy and/or procedure provides operating principles for Human Resources issues at James A. Rhodes State College. It supersedes any prior policy covering the specific subject. This policy and/or procedure may be suspended, modified or cancelled as determined by the College. This policy and/or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.

This policy and/or procedure is provided on-line for the convenience of access for College employees. The original policy will be the governing copy and is on file in Human Resources.

(Specific Policy Follows on Next Page)

SEVERE WEATHER POLICY

Policy 6.3
BOT 11-19-96

Applies to: Faculty, Staff, and Students

Policy

Generally, severe weather conditions will not be sufficient reason to cancel or delay classes and close offices of the College. However, when weather conditions and/or a declared state of emergency due to other conditions of a serious nature warrant, the College may declare a severe weather day. In designating such a day, the President, after consultation with appropriate staff, will determine when conditions warrant such a decision.

Policy Guidelines

A. General

1. The President, in consultation with appropriate staff, shall be responsible for designating those functions and areas which will not be in operation when weather conditions require closing of the campus. S/he will also be responsible for the development of a plan to communicate with staff members who provide critical services which cannot be suspended or interrupted.
2. Any regular staff members, excluding student employees, who are required to work when the College is closed for severe weather will receive "compensating time off" on an hour for hour basis.
3. Regular faculty and staff members, excluding student employees, temporary and part-time employees (less than 50% FTE) who are scheduled to work but are not required to be on duty when the College is closed for severe weather, should consider the time as "authorized time off with pay".
4. Student employees who are required to work during the period when the College is closed for severe weather will be compensated for the hours worked at their regular rate of pay.
5. For part-time (less than 50% FTE), temporary and student employees who are not required to work during the College's closing, supervisors are directed to increase work schedules so as to permit the affected person(s) to make up the work time lost, provided sufficient work and funding is available.
6. When a faculty or staff member is delayed or prevented from working because of weather conditions on a day not designated as a severe weather day, the supervisor may allow the individual to charge the time lost from work as vacation (if the individual is eligible), or as unpaid leave if there is insufficient vacation time to cover the absence or if the employee is not eligible for vacation. Should it be determined that a faculty or staff member failed to follow the appropriate call-in procedure within a reasonable time and/or a faculty member failed to make appropriate make-up arrangements for classes missed, the time missed may be charged as an unauthorized absence without pay.

7. This Severe Weather Policy will not apply to any over-time work which is scheduled for support staff members. Any such work must be performed in order for compensation to be paid.

B. Communications

1. If weather or other conditions warrant action, the President, or if absent his/her designee, will consult with appropriate staff and respond with a decision to delay or close, or not to delay or close the College (or declare a severe weather day). Normally, such consultation will include coordination with The Ohio State University-Lima administrative personnel.
2. If a delay or closing is decided, immediate action will be taken to advise all radio and television stations operating in the area of this situation. All efforts will be made to make this information as timely as possible. Normally, if a morning delay or closing is required, media shall be notified by 6:30 a.m. The President will be responsible for determining a procedure for notification of the designated media stations.
3. Persons with off-campus instruction responsibilities or other events scheduled on Saturday or Sunday need to coordinate these events with the appropriate Vice President, so that arrangements can be made to notify students, staff and others involved.
4. All faculty, staff and students will be advised by the media whether the College is closed or delayed.
5. Announcements regarding the delay or closing of James A. Rhodes State College due to severe weather or other emergency will be broadcast from these radio or TV stations. (Listing current 9/96).

<u>RADIO</u>		<u>AM</u>	<u>FM</u>
WIMA-AM/FM	Lima	11.50	-----
WIMT-FM	Lima	-----	102.1
WBUK-FM	Lima	-----	107.5
WCIT-AM	Lima	9.40	-----
WGLE-FM	Lima	-----	91.0
WLJM-FM	Lima	-----	104.9
WTGN-FM	Lima	-----	97.7
WZOQ-FM	Lima	-----	92.0
WBLL-AM	Bellefontaine	13.90	-----
WPKO-FM	Bellefontaine	-----	98.3
WCSM-AM/FM	Celina	13.50	96.7
WKKI-FM	Celina	-----	94.3
WDOH-FM	Delphos	-----	107.1
WFIN-AM	Findlay	13.30	-----
WKXA-FM	Findlay	-----	100.5
WKTN-FM	Kenton	-----	95.3

WQTL-FM	Ottawa	-----	106.3
WMVR-AM/FM	Sidney	10.80	105.5
WERT-AM/FM	Van Wert	12.20	98.9

TELEVISION

WLIO-TV	Lima	Channel 35
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