

TEMPLE UNIVERSITY

POLICIES AND PROCEDURES

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| Title: | Inclement Weather and Unscheduled Campus Closings |
| Policy Number: | 04.31.12 |
| Issuing Authority: | Office of the President |
| Responsible Officer: | Senior Vice President and Chief Operating Officer |
| Date Created: | 1991 |
| Date Last Amended/Reviewed: | November 2022 |
| Date Scheduled for Review: | July 2027 |
| Reviewing Office: | Office of the Senior Vice President and Chief Operating Officer; Office of the Provost |

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 and/or changes to the schedule may occur at various levels:

1. Campus Closed

All non-essential on-campus operations and in-person classes will be suspended for all or part of the day. The university reserves the right to schedule make up classes, as necessary. Students should check with their instructor, as classes that can continue remotely may not be affected by campus closures. Faculty members should communicate any plans to conduct class remotely with students in a timely manner. 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. Non-Essential employees who have the ability to perform all or part of their job remotely should do so.

Essential Employees:

All essential employees are required to report to work on campus 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 and Service Operations
- 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 continuity of the university’s operations. For emergency purposes, faculty members or administrative staff members may be designated “essential employees.” Employees must consult with their supervisors to confirm the status of their positions.

Clinical Services:

The cancellation of classes, the delay of class starts, 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 their designee in schools and colleges providing patient care.

2. In-person Classes Cancelled

No in-person 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. Continuing education classes also adhere to these closure requirements. Class cancellations may impact an individual campus or multiple campuses. The university reserves the right to schedule make up classes, as necessary. Make up class time will consider several factors, including, but not limited to applicable policies and guidelines for credit hours. Students should check with their instructor as classes that can continue remotely may not be affected by class cancellations. Faculty should communicate plans to conduct class remotely to all students in a timely manner.

3. Delay of Class Start

The start of classes will be delayed until an announced time and will begin with courses that are regularly scheduled at that time. Students with classes scheduled to begin before the announced time should check with their instructor, as classes that can continue remotely may not be affected by a delayed start. Faculty should communicate plans to conduct class remotely to all students in a timely manner. All employees must report to work at the scheduled time.

4. **Partial Day Class Cancellation**

Classes will be cancelled at an announced time. Classes normally scheduled after that point will not be held that day. Students with classes scheduled to begin after the announced time should check with their instructor, as classes that can continue remotely may not be affected by the cancellation. Faculty should communicate plans to conduct class remotely to all students in a timely manner. All employees must report to campus as scheduled and/or remain on campus until the conclusion of scheduled work hours.

Procedures:

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 or individual faculty members may not independently cancel classes, or close facilities. 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 for any reason.
- 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 if they are unable to attend classes due to weather conditions that do not result in delayed openings or campus closings.
- Students with 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 should proceed as scheduled.

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 emergency communication protocol may be initiated:

- A conference call may be initiated with university stakeholders to gather information about life/safety conditions, scheduled events, athletics programming, and other considerations.
- 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/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. History:

Initial Policy Effective Date: 1991

Last Amended:

Revision dates:

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| 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 Early closure and other protocols added |
| December 2014 | |
| December 2018 | President's designee became the Executive Vice President & Chief Operating Officer |
| December 2021 | Updated to reflect ability to continue operations and classes remotely where approve |

November 2022: Updated to reflect current Bylaws and job titles.

Reviewed By:

University Counsel, Ethics & Compliance, and Office of the Secretary

2. Cross References:

Declaration of a Campus State of Emergency, policy no. 04.60.11

Emergency Communication, policy no. 04.61.01

Course Syllabi, policy no. 02.78.13

Employee Manual, policy no. 04.10.01

Human Resources: Flexible Work Arrangement Guidelines:

https://careers.temple.edu/sites/careers/files/documents/fwa_guidelines.pdf