

2008 2009 snow closing procedure.txt

Office of the Vice President for Administration

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MEMO

To: College Community
From: Dan Bloomer, Vice President for Administration
Date: October 20, 2008
Re: College Closing Procedure

The President is responsible for making the decision to cancel classes or to close the campus during periods of adverse weather conditions or other emergencies. Every effort will be made to reach such a decision in time to inform radio stations, the SUNY Orange switchboard and maintenance and security personnel as early as possible. The decision will be based on the best information possible from weather forecasts, conditions on campus and in parking lots, and the status of roads over which students, faculty and staff must travel.

Please note that SUNY Orange's weather closings are separate from those of the rest of Orange County government. SUNY Orange does not close automatically if the County Executive orders government offices closed. The College will close only on the order of the President, so all personnel should be alert to that distinction in listening to storm closing announcements. The closing of the Newburgh Extension Center will be consistent with the closing of the Middletown Campus for inclement weather situations.

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An announcement in the morning closing the College during the day does not necessarily mean evening courses and activities have likewise been canceled. A separate decision, usually made prior to 2:00 p.m., will be announced concerning evening credit and non-credit classes. If SUNY Orange cancels courses on campus but not at one or more off campus sites, appropriate radio announcements will be made.

In the event of inclement weather or emergency conditions, announcements concerning closing of the College and/or class cancellations will be heard on radio/TV stations:

**Beacon
WBNR 1260
Poughkeepsie
Radio Disney 1340/1390**

WSPK 104.7

WRRV 96.9/92.7

WHUD 100.7

WPDH 101.5/106.1

WLNA 1420

**KICKS 94.3/97.3
Ellenville
WELG 1370**

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WKNY

WPKF 96.1

MIX 97

WKIP 1450

Sullivan Cty.

Thunder 102

WRNQ 92.1

WDNH 95.3

WRWD 107.3

WDNB 102.1

WBWZ 93.3

WWRR 104.9

Monticello

WSUL 98.3/95.7

WYCY 105.3

Newburgh

WGNY 1220/103.1

Woodstock

WDST 100.1

WTSK 96.7

WDLC 1490

TV

WNBC

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**Newton, NJ
WSUS 102.3
TV
FOX 5**

WNNJ 1360/103.7

WHCY 106.3

For updated information, dial the College's main number (344-6222) for recorded voice information. Updated information is also available on the College's website: www.sunyorange.edu.

DAY

If inclement weather or other conditions force the closing of SUNY Orange before 8:00 a.m., all professional, clerical, maintenance and part-time personnel whose work hours are between 8:00 a.m. and 4:00 p.m. will not report to the College unless notified to do so by their supervisor because of emergency duty. Exceptions to this rule are the HVAC Technicians who are required to report.

If the College is ordered closed by the President during a working shift (for example, at 11:00 a.m. or 2:30 p.m.), all professional and clerical personnel should leave the campus unless specifically directed to remain by their supervisors with permission of the President. Maintenance personnel should await instructions from their supervisors. HVAC Technicians will remain on the job.

Regardless of the time of opening or closing, all employees' lunch hours remain in

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effect. For example, if the College opens at 12:00 and your lunch hour is from 12:00

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1:00, you would come in at 1:00. If the College opens at 11:00, you would take your lunch hour at your regular designated time. The same would apply if the College closes

after your specified lunch hour. For example, if the College is closing at 2:00 and your

lunch hour is from 12:00 - 1:00, you would still take your lunch hour and leave at 2:00.

If your lunch hour is from 1:00 - 2:00, you would take your lunch hour at 1:00 and not

return to the Campus.

EVENING

If, because of weather conditions during the day, evening classes and activities are canceled via an announcement prior to 2:00 p.m., all classes meeting at 3:45 p.m. or later

will not be held that night. Such an announcement applies to all activities meeting on

campus. Classes at off-campus locations will be cancelled if on-campus classes do not

meet; if SUNY Orange does not cancel evening classes as a result of inclement weather,

evening classes held at off-campus locations will follow that high school's inclement weather closing announcement. Information regarding inclement weather closings will

also be available via the college recorded voice service (344-6222). Evening credit classes canceled because of bad weather must be made up. Such make-up classes will be

scheduled on the second Friday night after the missed class, or as otherwise announced by

the Vice President for Academic Affairs. Faculty members are not authorized to cancel

classes on their own because of weather conditions.

INFORMATION REGARDING CIVIL SERVICE EMPLOYEE PAY FOR THE ABOVE CONDITIONS

1. When the College is officially closed, all full-time and part-time Civil Service employees' regularly scheduled to work the day the College is officially closed will get

paid their regular pay regardless of whether they work or not. (Note: no one, except

HVAC Technicians, is to report for work unless called into work by his or her supervisor.)

2. When the College is officially closed early or opens late during a portion of a regular shift, the following policy applies:

a. An employee who does not report to work during any portion of the

vacation time for work.

"open" period will be charged with personal leave or

the time during the open period that they are absent from

-OR-

b. An employee who leaves prior to the College closing must be charged

absence prior

with either personal leave or vacation leave time for the

to the College closing.

3. When the College is officially closed, the following payment policy applies:

a. 40 Hour Employees - All hours worked while the College is closed

hours worked

paid at an

within a regular shift will be paid at a regular rate. All

outside a regular shift while the College is closed will be

overtime rate.

b. 37.5 Hour Employees - All hours worked while the College

is closed

hours worked

paid at a

more than 40.

within a regular shift will be paid at a regular rate. All

outside a regular shift while the college is closed will be

regular rate, unless the total hours paid for the week are

After 40 hours a week, an overtime rate is paid.

4. Anyone reporting to work on a regular shift on a "closed" day that has not been called

to come in by a supervisor will not receive any additional pay beyond his/her regular hours for the closing day.

5. Personnel employed as HVAC Technicians who work on a "closed" day thereby becoming essential employees will receive their regular salary plus straight time cash

equivalent rather than time off for the hours worked which correspond to his/her regular shift.

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