



## Office of the Vice President for Administration & Finance

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# MEMO

**To: College Community**

**From: Roz Smith, Vice President for Administration & Finance**

**Date: November 10, 2009**

**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.

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:

|                   |             |                   |                      |                               |
|-------------------|-------------|-------------------|----------------------|-------------------------------|
| <b>Beacon</b>     | <b>WBNR</b> | <b>1260</b>       | <b>Poughkeepsie</b>  | <b>Radio Disney 1340/1390</b> |
|                   | <b>WSPK</b> | <b>104.7</b>      |                      | <b>WRRV 96.9/92.7</b>         |
|                   | <b>WHUD</b> | <b>100.7</b>      |                      | <b>WPDH 101.5/106.1</b>       |
|                   | <b>WLNA</b> | <b>1420</b>       |                      | <b>KICKS 94.3/97.3</b>        |
| <b>Ellenville</b> | <b>WELG</b> | <b>1370</b>       | <b>Sullivan Cty.</b> | <b>WKNY</b>                   |
|                   | <b>WPKF</b> | <b>96.1</b>       |                      | <b>MIX 97</b>                 |
|                   | <b>WKIP</b> | <b>1450</b>       |                      | <b>Thunder 102</b>            |
|                   | <b>WRNQ</b> | <b>92.1</b>       |                      | <b>WDNH 95.3</b>              |
| <b>Monticello</b> | <b>WRWD</b> | <b>107.3</b>      | <b>Woodstock</b>     | <b>WDNB 102.1</b>             |
|                   | <b>WBWZ</b> | <b>93.3</b>       |                      | <b>WWRR 104.9</b>             |
|                   | <b>WSUL</b> | <b>98.3/95.7</b>  |                      | <b>WYCY 105.3</b>             |
|                   | <b>WVLS</b> | <b>95.7</b>       |                      | <b>WDST 100.1</b>             |
| <b>Newburgh</b>   | <b>WGNY</b> | <b>1220/103.1</b> | <b>TV</b>            | <b>FOX 5</b>                  |
|                   | <b>WTSK</b> | <b>96.7</b>       |                      |                               |
|                   | <b>WDLC</b> | <b>1490</b>       |                      |                               |
| <b>Newton, NJ</b> | <b>WSUS</b> | <b>102.3</b>      |                      |                               |
|                   | <b>WNNJ</b> | <b>1360/103.7</b> |                      |                               |
|                   | <b>WHCY</b> | <b>106.3</b>      |                      |                               |

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](http://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 5:00 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.

If a delayed opening time falls during a class period, the class will be held for an abbreviated session, beginning at the College opening time and ending at the regular end time. For example, if a class is regularly held from 8:00 a.m. to 10:50 a.m. and the college opening time is set for 10:00 a.m., the abbreviated session would be from 10:00 a.m. – 10:50 a.m.

Conversely, should the College close prior to the end of a class, the class would continue until the announced closing time. For example, if the College announces a 4:00 p.m. closing and a class is scheduled from 2:00 p.m. to 5:00 p.m., the class would meet for two hours.

### **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:

- An employee who does not report to work during any portion of the "open" period will be charged with personal leave or vacation time for the time during the open period that they are absent from work.

-OR-

- An employee who leaves prior to the College closing must be charged with either personal leave or vacation leave time for the absence prior to the College closing.

3. When the College is officially closed, employees who are required to work while the college is closed will be paid per Article Twelve, Section 4 of the current CSEA contract.
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. HVAC Technicians are deemed essential employees and are required to work during a weather closing

**Regardless of the time of opening or closing, all employees’ lunch hours remain in effect.** For example, if the College opens at 12:00 and your lunch hour is from 12:00 – 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.