



## **POLICY FOR INCLEMENT WEATHER**

### *Employees*

Centenary University is primarily a residential community with a majority of its undergraduate students living on campus; therefore, it is our intention to remain open during inclement weather conditions. Should the weather create hazardous conditions, the University may modify the normal operating schedule. As always, our primary consideration is the safety of our campus community.

In the event of a delayed opening or closing due to weather or other circumstances, employees will be notified via the Omnilert/Cyclone Alert System. The Omnilert/Cyclone Alert System gives Campus Security the ability to send emergency alerts to your cell phone and email address. To sign up for the Omnilert/Cyclone Alert System go to: <https://centenary.omnilert.net/>

Each employee should ensure that their phone numbers are updated in [ADP](#) and the [Omnilert/Cyclone Alert System](#). In addition to the notification via Omnilert/Cyclone Alert, employees may check the University website at [www.centenaryuniversity.edu](http://www.centenaryuniversity.edu) or call 908-852-1400.

Decisions to close on-campus operations and move to fully remote operations, or delay the opening of offices because of inclement weather are made by the University President in consultation with the Cabinet and Campus Security. The University will make every effort to reach a decision within a reasonable amount of time regarding inclement weather situations.

### Personnel Policies

In the event that the campus is closed due to inclement weather, Centenary will shift to remote operations and faculty and staff should work remotely. Faculty should hold classes online. Those who cancel classes must notify the Faculty Absence Notification Group at [FacultyAbsenceNotificationGroup@centenaryuniversity.edu](mailto:FacultyAbsenceNotificationGroup@centenaryuniversity.edu) and email students in their respective classes. This notification should include or be followed by a completed "Absentee Form" that indicates how missed class work will be made up.

If an employee chooses not to work remotely when the campus is closed, they must charge the absence to available vacation time, personal time, or accrued compensatory time, if available. If no banked time is available, a salary deduction will be made.

In the event of inclement weather resulting in a delayed opening of the University, offices will open at the time designated in the delayed opening message. Employees should report to work at the time noted in the message. Since conditions vary throughout the area, employees should exercise judgment as to whether travel conditions may be too hazardous for them to report to

work. If the University is open and an employee determines that it is unsafe for them to report to campus due to hazardous conditions in their area, then the employee must notify their supervisor immediately. With the supervisor's approval, the employee may work remotely in this case.

Some individuals, because of the nature of their job, are required to work on campus during times of inclement weather and campus emergencies. These employees must be prepared to report to work during these times. These employees must be identified as such by supervisors in advance and recorded in the Human Resources office. Presently, those individuals include Security, Student Life, IT, Barn Staff, Facilities, and Food Services.

Questions related to closing and/or delays, emergency work, or other issues should be directed to your supervisor.