

**SALEM STATE UNIVERSITY**  
**POLICY ON UNIVERSITY CLOSINGS DUE TO EMERGENCIES**  
**November 2013**

In case of inclement weather or other emergency situations that require closing all or a portion of the university, the decision to close will be made by the president or designee. When an announcement is made to close the university, those individuals designated as essential personnel, unless otherwise notified by their administrative area supervisor, must work their scheduled tour of duty despite weather conditions or class cancellations.

Notification of university closings, delayed openings, early closings, or class cancellations will be sent electronically to students and employees via ConnectEd/SSU Alert system and announced at [www.salemstate.edu](http://www.salemstate.edu); at social media sites; and at 978.542.6000. Notification will also be made on the following radio/television stations. Please note: It will take time for these stations to air the announcements: WBOQ (FM 104.9), WHDH-TV (Channel 7), WCVB-TV (Channel 5), WBZ-TV (Channel 4), WLVI-TV (Channel 56), and WFXT-TV (FOX25). Decisions regarding campus closings or delayed openings will be made by 6 am if possible (1 pm for evening classes).

Students and employees who normally park on city streets are advised that, during certain circumstances, the City of Salem may post a parking ban even when the university is open. During such times, these individuals will not be able to park on city streets and should make alternative arrangements to park or come to campus by other means.

This policy applies to delayed openings, early closings, and cancellations when non-essential personnel are excused with pay. When circumstances require a delayed opening, the opening time will be **10:30 am**, and classes will resume at the next scheduled class period after 10:30 am. Essential personnel must report to work at their regular reporting time or earlier if required by their administrative area supervisor; all other employees report to work at the time of re-opening.

Essential personnel who will be required to work during a particular emergency will be designated by area heads/designees. These employees may include but are not limited to snow removal crews and personnel responsible for facilities, grounds, telecommunications, campus police, computer services and the Horace Mann School. It will be the responsibility of their administrative area supervisor or designee to determine if essential personnel in these areas must report to work prior to their regularly scheduled tour of duty.

Classified staff members who work as essential personnel will be awarded compensatory time based on actual number of hours worked during normal work hours in addition to the day's pay. An employee working at a rate greater than straight time shall not be eligible for compensatory time. Essential personnel who **DO NOT** report during their shift will lose a day's pay and will not be eligible for compensatory time.

Administrators who work as essential personnel will have this time considered as a peak period for purposes of flexible scheduling. Administrators who are not designated as essential personnel who continue to work because they are not in an area which is affected by a Declaration Condition of Emergency, or because they voluntarily reported to work or remained at work, shall not be entitled to flexible scheduling.

Any employee who is not at work due to authorized vacation, sick, personal, bereavement, or other leave will **NOT** be granted excused time in place of that leave.

**There may be occasions during inclement weather or other emergency situations when the university is open but classes are not in session. If the university is open, all employees are expected to report to work or notify their appropriate area supervisor that they are requesting to use available leave.**