

Effective Date: July 31, 2013

Retired:

Revised:

Approved by: A. Cherrie Epps, Ph.D., President and Chief Executive Officer



Subject: Office of General Counsel/Compliance - Inclement Weather and Emergency Closing Policy

PURPOSE:

The purpose of this policy is to establish procedures that should be followed when Meharry is under an Inclement Weather Alert during severe or extenuating climatic circumstances. It is Meharry's position that the College will remain open during an Inclement Weather Alert. However, if, due to extreme and hazardous conditions, a decision was made to close or cease portions of the College's operation, this policy provides guidelines that shall be implemented to ensure the most orderly and reasonable continuation of patient care services, educational and research activities.

POLICY:

It is the policy of Meharry Medical College (MMC) to remain open and continue all essential operations because of its educational, research and patient care related responsibilities. Non-essential services and administrative offices may be curtailed or closed by declaration of the President (or designee) in consultation with the Sr. VP of Finance, the Office of General Counsel, and deans of each school.

Since patient care is important to MMC, **ALL** clinical care areas and all research labs will remain open unless deans of each school determine otherwise.

DEFINITIONS:

Inclement Weather - severe weather condition(s), such as a snow storm, ice storm, flooding, tornado, etc. which threatens the continuation of programs and services provided by the College.

Essential Employees –Selected employees as defined by each school or division required to maintain vital services.

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PROCEDURE:

I. Closing Decisions

- a. Determination of when the College will close or operations curtailed will be made by the President (or designee), in consultation with the VP of Administration, Finance, Office of General Counsel, and the Deans of each school. Department heads, directors, or supervisors are authorized to make closing decisions in their areas of responsibility following approval.
- b. When hazardous weather conditions or emergency conditions occur outside of regular business hours, a decision to close or delay the opening of the College shall be made at the earliest possible time on or before the day of the inclement weather event. The Director of Campus Safety & Security and Director of Campus Operations shall notify the President (or designee) to provide the following information: conditions of campus roads, parking lots and sidewalks, visibility, weather forecast, readiness level of grounds and maintenance operations, traffic and roadway conditions within the vicinity of the College and its off site locations.
- c. When hazardous conditions occur during regular business hours, a decision to close early will be made at the earliest possible time. The Director of Campus Safety & Security and the Director of Campus Operations should provide periodic updates on hazardous conditions to the President (or designee), the Administration Office, Finance, Office of General Counsel and the Deans of each school.

II. Types of Closing Decisions

- a. Whenever it is necessary to close or delay opening due to hazardous conditions, the closing decision will be for one day at a time. Future closings decisions will be made each day and a new announcement will be issued.
- b. Meharry Medical College has the following three (3) closing decisions:
 - i. Closed: The College, excluding clinical operations, is closed; classes and all events are cancelled for that day and evening. Essential personnel are required to report on time for their regular

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schedules.

- ii. Delayed Opening: The College will open at a later time than the beginning of its regular business hours. Essential personnel are required to report on time for their regular work schedules.
- iii. Early Closing: The College will close at a specific time that is earlier than the end of the regular business hours.

III. Announcement of Closing Decisions

- a. After the determination of closing or curtailment of operations the President's Office will notify the AVP of Marketing and Public Relations and the Security staff. The Public and Media Relations department will communicate the College's closing to all personnel via the designated Emergency Notification System. It is the responsibility of the Vice Presidents/Departmental Heads to communicate closing arrangements to their employees and respective divisions.
- b. The AVP of Marketing and Public Relations is responsible for placing announcement in the appropriate media outlets including websites and local radio and television stations. These announcements will address closing decisions. The announcements should include the specific time College operations will be effected by the closing decisions and when essential personnel are to report to work. Additional information or confirmation of closures or curtailments can be obtained by calling the College Security office.

IV. Essential Personnel

- a. Essential personnel are required to work during emergency closings because their positions have been designated as essential to specific operations. New Hires should be notified upon hire that their position is considered an essential employee position. Detailed procedures for essential personnel can be found within the MMC's Emergency Preparedness Plan or provided by divisional heads.

V. Compensation

Inclement weather can cause transportation problems or locally hazardous conditions. Regionally, conditions can vary widely, with some localities experiencing much more weather related disruptions than others. Severe

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weather may result in some school closures even as Meharry remains open for regular business.

Every employee should consider their personal safety when evaluating the ability to commute to work during severe weather or disasters.

A. Leave Use and Compensation

Wage employees who are considered essential employees under the provisions of this policy will receive time and a half pay for the entire day if they are authorized to work during a closing.

For those wage employees, who are deemed essential employees, that are required to work past their shift because Meharry has been placed on an Inclement Weather Alert, they will receive time and a half pay for the entire day if they are authorized to work during a closing.

If an authorized closing falls on a wage employee's regularly schedule day off, the employee will not report to work and will not be paid the inclement weather pay.

Example

Employee A works on the third shift and is paid \$20.00 per/hour. At the start of the shift the College was not under an Inclement Weather Alert; however, at the end of the shift the College was placed on an Inclement Weather Alert. Employee A position is considered essential personnel. Therefore, Employee A was asked to work through the next shift. Employee A will receive his/her regular hourly wage for their designated shift but will receive \$30.00 per/hour for the additional shift they were required to work as an essential personnel.

If the College closes all wage and salaried employees will be paid for a full day for each full day the College is closed during an authorized closing.

If the College is not closed but an employee believes there is severe risk to them coming to work leave is charged to: vacation leave, accrued compensatory time, or leave without pay.

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B. Delayed Closings

Employees are expected to report to work on time. However, when conditions create transportation difficulties that result in late arrival of employees, supervisors may authorize up to two hours of such lost time as an authorized absence not charged as leave.

If an employee does not report to work their leave shall be charged to vacation pay or leave without pay. If an employee either hourly or exempt has exceeded their leave time their leave will be charged to leave without pay.

EXHIBITS: