

ADVISORY NO. 16.0: SNOW EMERGENCY

SNOW EMERGENCY POLICY

In the event of a severe winter snow or ice storm that could affect access to the University, it will be the President of the University who will decide whether a Snow Emergency is to be called. His decision will be based on information supplied by the Vice Presidents through the Vice President of Administrative Services.

The University Medical Center is never closed. If any announcements of schedule changes or operational changes need to be made, the Provost of Health Affairs and the Dean of the College of Medicine will notify the President of the University so all announcements can be released to the media at the same time.

SNOW EMERGENCY PROCEDURES

TERMINOLOGY

SNOW WATCH

Declared at anytime the National Weather Service predicts heavy accumulation of snow.

SNOW WARNING

Declared at such time that large quantities of new snow begin sticking.

**SNOW EMERGENCY
FOR UNIVERSITY
MEDICAL CENTER**

Declared only by the President after consultation with the Vice Provost of the Hospital and the Dean of the College of Medicine.

**SNOW EMERGENCY
FOR CLIFTON CAMPUS
AND BRANCHES**

Declared only by the President when one of the following circumstances exists:

- Roads surrounding campus areas cannot be traveled safely.
- City and State highway maintenance and snow crews are unable to keep major arteries clear of snow and ice.
- An early morning accumulation of snow of two or more inches.
- Severe ice storm.
- Heavy snow flurries and squalls which reduce visibility and/or ensure accumulations to follow.

If the President declares a SNOW EMERGENCY, the following order of events will take place:

1. The Public Information Officer will notify the media, Telecommunications Operators, and also Central Dispatch that a snow emergency has been declared on University Campus. Unless specifically stated, the Health Science Center is excluded in such general announcements.

Delays and closings are broadcast over the following media:

RADIO STATIONS:

AM: WCKY, WKRC, WLW, WINK, WUBE
FM: WKRQ, WLQA, WSAI, WUBE, WGUC

TELEVISION STATIONS:

WCPO, WKRC-TV, WLW-T

2. Announcements will be very specific regarding Medical Center, Clifton Campus and branch campuses to eliminate any public confusion.

- Each West Campus gatehouse at all entrances will post signs indicating SNOW EMERGENCY is now in effect. This will be handled by gate attendants or by University Police if declared at night or on weekends.
- University Police will arrange for all illegally parked cars to be towed so that plowing can proceed without obstruction.
- The President will cancel SNOW EMERGENCY declaration when conditions warrant the change.

It should be kept in mind that Evening College classes are held seven (7) days per week and that snow removal cannot always be delayed over a weekend.

PARKING BANS

During a SNOW EMERGENCY, the following parking bans should be put into effect:

24-hour No Parking Ban

- Left side of all one-way campus drives.
- West side of all other north-south campus drives.
- North side of all other east-west campus drives.

The purpose of the 24-hour ban is to ensure that fire and other emergency vehicles can safely pass through campus.

SNOW REMOVAL

POLICY: In the event of a snow or ice storm that will affect safe travel around campus, both on foot and in vehicles, the Police Lieutenant on duty will call the Assistant Policy Chief for Patrol Operations, the Directors of Parking, and Grounds Moving Transportation, and the Operations of Telecommunications.

The Director of Parking and the Director of Grounds Moving and Transportation will call in appropriate personnel to effect snow removal as necessary.

COMPENSATION AND ATTENDANCE

- (A) The University of Cincinnati is always officially open. During periods of severe inclement weather, public emergency, or other crisis, the president or a designated cabinet officer may announce that some or all of the university's offices and facilities are closed for part or all of a workday. This rule identifies those employees who are required to report to or remain at work during such emergency closures and sets forth the policies governing attendance and compensation that will be in effect for all employees during these periods.
- (B) Announcements regarding closures shall be made through the University Of Cincinnati electronic mail system and through the local news media. The announcements shall specify which work units are to be closed. Employees in the closed units shall not report to work, except as provided below.
- (C) The following groups or employees are expected to report to or remain at work as scheduled during emergency closures:
 - (1) Employees whose work units are not closed. Such units will always include the following essential units that never close under any circumstances:
 - (a) Hoxworth Blood Center;
 - (b) University Police;
 - (c) Office of Residence Life/Housing Units;
 - (d) Utility Plants;

- (e) Emergency Maintenance Operations;
 - (f) College Of Medicine and Medical Sciences Library;
 - (g) Any research unit where the integrity of the research must be preserved;
 - (h) Service units that routinely operate on a seven-day per week, twenty-four hour per day service schedule.
- (2) Employees whose work units are closed but who are specifically directed to report to or remain at work by their administrative unit head, with the approval of the appropriate vice present.
- (D) The following attendance and compensation policies shall be in effect for employees required to report to or remain at work during periods of emergency closure:
- (1) All employees who are required to report to or remain at work (i.e., employees whose work units are not closed or those called into work by their administrative head) shall work as scheduled. Any employee who is required to work but unable to do so as scheduled, for whatever reason, must contact his/her administrative head at least one hour in advance of the employee's starting time and request approval for time off work, as appropriate (i.e., accrued compensatory time, accrued vacation, or leave without pay).
 - (2) Employees who report to or remain at work as required will be paid their regular wages or salary. The ordinary rules governing overtime found in university policies and collective bargaining agreements shall apply to work performed during these emergency periods by hourly paid employees.
- (E) The following compensation policies shall be in effect for those employees whose work units are closed and who are not asked to work:
- (1) Hourly paid employees scheduled to work before the announcement of a closure will be given time off without pay, but may elect to be paid by using any accrued compensatory or vacation time. Employees already scheduled for vacation or compensatory time prior to the announcement of a closure, however, may not elect change that time to leave without pay after the announcement.
 - (2) Salaried staff who are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) are required by the FLSA to receive their full salary for any workweek in which work is performed. Accordingly, salaried staff will receive their full salaries for emergency closings lasting less than a full workweek.
 - (3) When it is announced that a segment of the university campus will be closed for the remainder of the day, hourly paid employees requesting to leave work earlier than the scheduled closure time must have the approval of the appropriate administrative head and must charge the absence to accrued compensatory time, accrued vacation time, or leave without pay in that order.

Replaces: Former Rule 3361:30-17-01 Compensation: Policy On Inclement Weather, Severe Emergency, Or Crisis Situations And Related Work Schedules And Compensation

Effective: February 17, 1998

Promulgated Under: R.C. Section 111.15
Rule Amplifies: R.C. 3361.03
Amended: December 6, 1978
May 24, 1980
November 7, 1994

Emergency Closures

The University of Cincinnati is always officially open. During periods of severe inclement weather, public emergency, or other crisis, the president or a designated cabinet officer of the university of Cincinnati may issue an announcement of campus status as appropriate to the situation on the university electronic mail system and through local mass media outlets. In general, such a campus status announcement will inform the general public, as well as university of Cincinnati students and employees, that the University of Cincinnati campus, or a specific designated portion of the campus, is closed for a specific time period.

- (A) Such announcements may specify that university of Cincinnati classes, with the exception of the college of medicine, are canceled until or after a specific time, or for an entire day.
- (B) Such announcements may specify that all events and programs, including both university events and non-university events held in university facilities, are canceled.
- (C) Such announcements may specify that certain university offices and facilities are closed, except for the following essential offices that never close under any circumstances:
 - (1) Hoxworth Blood Center;
 - (2) University Police;
 - (3) Office Of Residence Life/Housing Units;
 - (4) Utility Plants;
 - (5) Emergency Maintenance Operations;
 - (6) College Of Medicine And Medical Sciences Library;
 - (7) Any research unit where the integrity of the research must be preserved;
 - (8) Service units that routinely operate on a seven-day per week, twenty-four hour per day service schedule.

To Be Enacted

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