



EAST TENNESSEE STATE
UNIVERSITY

Campus Closing Due to Inclement Weather

Policy Name: Campus Closing Due to Inclement Weather

Policy Purpose

This policy specifies the institutional response plan to local and regional inclement weather conditions.

Applicability

This policy applies to all East Tennessee State University (ETSU or University) employees, students, visitors, volunteers, and third-party vendors.

Responsible Official, Office, and Interpretation

The Associate Vice President for Administration is responsible for the review and revision of this policy. For questions about this policy, please contact the ETSU Office of Administration. The Chief Operations Officer in consultation with the Office of University Counsel, has the final authority to interpret this policy.

Defined Terms

A defined term has a specific meaning within the context of this policy.

Asynchronous Online Courses

Courses that meet online, but do not meet at the same day and time as an on-ground section.

Campus Community

ETSU employees, students, visitors, volunteers, and third-party vendors.

Off-Campus Activities and Sites

Programs and/or classes which meet in locations or buildings off the main ETSU campus (e.g., Chattanooga, Sevierville, etc.).

Regular Employee

Personnel whose salary and benefits are budgeted on a recurring basis whether through grant or state funds, who are employed on a continuing basis, and who are eligible for full

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benefits (pro-rated based on percentage of effort). The Employee Classification policy provides information on types of regular employees.

Synchronous Online Courses

Courses that meet online at the same day and time as an on-campus section or courses that meet solely online at the same day and time.

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Policy

ETSU will communicate with the Campus Community in the event of a closure, a suspension of activities, or a delayed opening.

1. Closure, Delayed Opening, and Suspension.

The President, Chief Operating Officer (COO), or the President's designee may officially delay opening the University; may close the University; or may suspend selected University activities due to inclement weather conditions. All ETSU staff are expected to report to their specific work locations by the set opening time if safe to do so. When a decision to close the University is made, information is distributed to the Campus Community, shared with local media, and posted on etsu.edu

1.1. Closure.

If ETSU closes early, all instruction and campus activities will conclude at the designated time and should not extend beyond that time.

1.2. Delayed Openings.

1.2.1. In the event of a delayed opening, the President, COO, or the President's designee will determine a specific time of opening and that information will be distributed to the campus community, shared with local media, and/or posted to the ETSU webpage.

1.2.2. All faculty and staff are expected to report to their specific work location by the designated opening time. Students are expected to report to their regularly scheduled class only if there are thirty or more minutes remaining in the session. In a delayed opening, all classes scheduled prior to the set time of opening and those that have less than thirty minutes remaining are canceled for the day

1.3. Off-Campus Sites and Activities.

Decisions related to delayed openings and closures of Off-Campus Sites and Activities will follow the policies and procedures of those site locations. Off-Campus Sites and cohort programs meeting in school or community college facilities will follow the inclement weather policies of the local school system or community college in which the class or activity is held.

1.4. ETSU Health Clinics

The ETSU Health Clinic director is responsible for making the determination regarding any delays or closures. All ETSU Health Clinics should exercise

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discretion with safety being a paramount consideration, as well as considering the needs of their patients and employees.

2. Essential Activities

During university closing, certain essential functions such as campus dining, Facilities Management, and the ETSU Police Department will continue to operate. The Office of Administration will coordinate with health clinics, the library, the Center for Physical Activity, and Dining Services regarding amended hours of operation.

3. Travel.

ETSU recognizes safe passage conditions vary for faculty, students, and staff depending upon the geographic regions from which they may be traveling. As such, it is the responsibility of each person to determine if safe travel is possible.

4. Employee Responsibilities.

When ETSU remains open, all faculty, administrators, and staff are expected to make every reasonable effort to maintain their regular work schedules; however, they are advised to avoid undue travel risks. Employees who anticipate arriving late or not arriving at work must notify their immediate supervisors. Employees have the option of charging their time off to annual leave, leave without pay, or with approval they may make up their lost work hours. Graduate assistants, interns, volunteers, etc. should contact their supervisors regarding their work schedules.

5. Student Responsibilities

Students will be responsible for any academic work they miss due to absences caused by severe weather conditions or threats to campus. It is the student's responsibility to make up any missed work, and it is the instructor's responsibility to provide a reasonable opportunity for students to complete assignments or exams missed due to such absences.

6. Online Courses

6.1. Asynchronous Online Courses are not affected by university schedule changes due to inclement weather or threats to campus. The instructors in these courses are responsible for any modifications in course deadlines, assignments, or other requirements in an online course. Students should contact their instructor for guidance in these situations.

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6.2. Synchronous Online Courses follow the announced schedule changes due to inclement weather.

7. Delayed Opening or Emergency Closing Pay

In the event of a delayed opening or a closing, full-time and part-time Regular Employees on the active payroll who are scheduled to work during the declared times of closing will be granted time off from work with pay. Employees who are not scheduled to work will not be paid for the emergency closing. If an emergency closing has not been declared due to inclement weather and an employee is prevented from reporting to work for their normally scheduled working hours, annual leave or leave without pay will be charged; or, the employee may be allowed, with institutional approval, to make up the time lost. Regular part-time employees will be affected on a pro-rata basis in each of the provisions listed above.

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Procedures

N/A

Applicable Forms and Websites

N/A

Authority and Revisions

Authority: TCA § 49-8-203, et seq.

Previous Policy: PPP-28 Inclement Weather Policy; Inclement Weather Policy for Students in Online courses; PPP-14

The ETSU Board of Trustees is charged with policy making pursuant to TCA § 49-8-203, et seq. On March 24, 2017, the Board delegated its authority to ETSU's President to establish certain policies and procedures for educational program and other operations of the University, including this policy. The delegation of authority and required process for revision to this policy can be found on the [Policy Development and Rule Making Policy webpage](#).

To suggest a revision to this policy, please contact the responsible official indicated in this policy. Before a substantive change to the policy section may take effect, the requested changes must be: (1) approved by the responsible office; (2) reviewed by the Office of University Counsel for legal sufficiency; (3) posted for public comment; (4) approved by either Academic Council or University Council; and (5) approved by ETSU's President.