

# **Marywood University**

## **Policies and Procedures**

### **Severe Weather Policy**

#### **Policy Statement:**

Although Marywood University is committed to keeping its campus open at all times, inclement weather may necessitate a change in operations such as closing the physical campus with online courses and remote work taking place or closing the physical campus with no online courses or remote work taking place (that is, a 'traditional' snow day). When the physical campus is closed, all on-campus courses, practices, and rehearsals may not take place. Cancellation announcements will specify classes, offices, and/or special events. Supervising athletic staff will notify students involved in athletics of decisions regarding scheduled competitions.

Faculty shall notify their students in what way and by what means their classes will be held: synchronously via Zoom or other video conferencing platform during the regularly scheduled time or asynchronously.

It is understood that weather conditions can vary by geographic location. Therefore, in times of inclement weather, when University classes are in session, students and faculty members should use their own discretion in determining whether it is safe to travel to campus.

Accordingly, when a faculty member cancels an individual class, they shall notify the students preferably ninety minutes before the start of the class meeting time. The faculty member shall notify their Department Chair and Dean at that time. Similarly, a student shall notify the faculty member that they will be absent from a class as a result of severe weather conditions. This notice shall also be given in a timely fashion, preferably ninety minutes before the meeting time of the missed class. Where possible, the student should be afforded the opportunity to make up missed class contents without penalty. It is the responsibility of the faculty member to arrange for the student to receive, by an alternate means of the

faculty member's choice, all material covered in that class. Upon the student's satisfactory completion of this class material, the absence will be designated an "excused absence."

## **Employees**

In addition to University closings, regular full-time and part-time employees may take two severe weather days per year. These days may be used during severe weather only, and unused days are not carried over into the next fiscal year.

An employee who wishes to use a severe weather day must notify the supervisor within thirty minutes after the scheduled starting time.

If an employee calls in to use a severe weather, a personal, or a vacation day due to the weather, and the University later closes, the charge is made to the benefit specified in the call up to the time of the closing.

If an employee is on a previously scheduled benefit day, such as a vacation, sick day for a medical appointment, or personal day, and the University closes, the employee is charged with the benefit as it was scheduled.

Supervisors of essential personnel will award up to two additional days per fiscal year to essential employees whose work schedules prevent them from using severe weather days during the year.

## **Definitions**

*Essential personnel* are named by position within the following departments: Grounds, Maintenance, Housekeeping, Security, and Information Technology at Marywood University.

Payment for weather emergency days: Essential Personnel will be paid for excused time, like holiday, plus time worked.

## **Procedures**

Members of the Marywood Community should access the following sources for official announcements:

Marywood University Homepage: [www.Marywood.edu](http://www.Marywood.edu)

Inclement Weather Hotline: 570-961-4SNO, 570-961-4766

Text Messaging: e2Campus Notification System.

## Related Policies

- **Class Meetings**
- **Employment Benefits Eligibility**
- **Excused Absences for Special Circumstances**
- **Personal Days**
- **Sick Leave**
- **Vacation for Administrators and Staff**

## Policy History:

1995 - Weather Emergencies Days revised to include snow days as a benefit; title of policy changed to Snow Days; definitions added; references to essential personnel added

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02/13/98 - Options for use of snow days clarified 03/12/04 - Revised to extend the use of the benefit to severe weather days throughout the year; title changed from Snow Days to Severe Weather Days

01/27/06 - Cyclical review approved 03/02/09 - Revision approved by the President of the University as recommended by the Policy Committee of the University

12/10/10 - Revision approved by the President of the University as recommended by the Policy Committee of the University

07/09/14 - Editorial revision to include the removal of The Tony Domiano Early Childhood Center due to closing of Early Childhood program approved by the President of the University 12/11/15 - Revision addressing procedure regarding cancellation of individual class by faculty/ missed class by student due to inclement weather approved by the President of the University as recommended by the Policy Committee of the University.

10/31/2022- The President of the University approved the revision upon recommendation of the Policy Committee of the University at their 10/28/22 meeting.

3/10/2023- The President of the University approved the revisions regarding removal of references to employees the Fricchione Early Learning Center upon recommendation of the Policy Committee of the University at their 3/10/2023 meeting.

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**Secretary of the University and General Counsel**