



November 29, 2017

With winter weather approaching, Ohio University Human Resources has announced the University's policy on emergency closings.

[University Policy 40.051](#) provides that only the president or his designee has the authority to officially close the University. As in the past, if the Athens County Sheriff declares a Level 3 snow emergency, the Athens Campus of the University will close.

Questions regarding regional campus operations should be referred to the appropriate regional campus' dean.

Compensation for employees will follow the guidelines established in the aforementioned policy in the event of an "official closing." The [payroll procedures webpage](#) includes specific instructions about the process for paying employees during the weather emergency.

In all other bad weather conditions short of an emergency closing, including weather that causes cancellation of classes, the expectation is that employees report for duty as assigned. However, supervisors should develop departmental guidelines to excuse individuals' attendance if circumstances warrant.

In such situations, time missed can be replaced through the use of the following:

- Personal time (see [Policy 40.027](#) or [Policy 40.028](#))
- Compensatory time (see [Policy 40.049](#))
- Vacation time (see [Policy 41.001](#))

The Athens County Sheriff has agreed that OHIO employees who are needed at work will only have to present their OHIO ID card and explain to the deputy that they are en route to work if they are stopped. The deputy will verify with the [Ohio University Police Department](#) that the employee is traveling to or from work.

At least yearly, departments must determine which positions are essential and then notify the staff in these positions that they are considered essential and, as such, are required to report to work during an emergency closure of the University.

Essential employees are permitted to drive directly between work and home only. The privilege to drive on a closed road only pertains to Level 3 snow emergencies. The privilege does not permit essential employees to drive on roads closed due to flooding, downed power lines, accidents, etc.

Employees should ask their supervisors if they have any questions about these procedures.