



NOTE: This memo supersedes any previous communication regarding inclement winter weather.

TO: Faculty, Staff and Administrators

FROM: Jeremy Webster, Dean

DATE: February 6, 2018

SUBJECT: Winter Weather 2017-2018 - REVISED

This memo supersedes any previous communication regarding inclement winter weather.

As winter approaches, please keep in mind that the campus generally DOES NOT CLOSE. Rather, we occasionally suspend classes or delay our opening time. If classes are suspended or delayed, faculty should make up the lost time by assigning additional work or making the time up in some other way. Staff and administrators should report to work at the usual time or as soon as possible. Facilities personnel who are involved in inclement weather cleanup will report as instructed by administration.

A weather condition that prevents an employee from reporting to work may not be used for an excused absence if the University continues to operate. Employees will be expected to use personal leave or vacation time for those occasions when they must miss scheduled work.

When your originally scheduled class has less than an hour remaining at the re-opening time, then you should report to the next scheduled class. Otherwise, report to your originally scheduled class at re-opening time. For example, if the campus is scheduled to re-open at 10:00 a.m. and you have a class scheduled prior to campus re-opening from 9:30 a.m. – 11:30 a.m., you should report to that class for the remaining time.

WHIZ TV and the following radio stations will be informed of our decision: WHIZ- AM 1240, WHIZ-FM 92.7, and Highway 102.5, WNCO- FM 101.3, WNCO-AM 1340, WYBZ- FM 107.3, WILE-FM 97.7, WILE-AM 1270, WCMJ-FM 96FM, WTNS-FM 99.3, WTNS-AM 1560, WQIO- FM 93.7, WWJM-FM106.3, WCLT-FM 100.3, WNKO-FM 101.7, WHTH-AM 790, WJAW-FM 100.9 and WJAW-AM 630. We will get the correct information on the telephone auto attendant and on the Ohio University Zanesville web homepage as soon as possible. Assume we are open on time unless auto attendant or Ohio University Zanesville web page confirms that we are delayed.

Please call the campus (740-453-0762) or check the Ohio University Zanesville web homepage to get the message about delays or closings. Don't rely on the media. You will receive a *Blackboard Connect* alert message if you signed up to receive phone and text messages. Go to this link to sign up for the alert system https://www.ohio.edu/riskandsafety/emergencyprograms/notification_system/

I encourage faculty to include the above information on your spring semester course syllabus so students understand these procedures.

Travel safely!