



## POLICY ON EMERGENCY SITUATION CLOSINGS/INCLEMENT WEATHER

*Dated:* April 30, 2015

*Supersedes:* HR.510 *Inclement Weather* dated January 19, 2007

### I. PURPOSE

To establish guidelines regarding opening and closing the College at the Valhalla Campus during inclement weather.

### II. POLICY

It is the policy of New York Medical College to close, to be open for classes only, to close early, or to have a delayed opening at the Valhalla campus when weather conditions warrant.

### III. SCOPE

This policy applies to all College faculty, staff, Collective Bargaining Unit, employees and students at its Valhalla campus, excluding employees working at Bradhurst and some clinical care non-union employees working at Skyline.

Students and employees located at other College non-affiliation and affiliation facilities should adhere to local policy and conditions established by appropriate New York Medical College management at that location.

### IV. DEFINITIONS

- A. *Inclement weather* – Severe weather conditions that could cause hazardous commuting conditions.
- B. *CBU* – Union represented employee.

### V. PROCEDURE

- A. The decision to close prior to the start of the normal work day, have a delayed opening or to cease operations prior to the close of the normal work day, will be made by the VP of Operations in consultation with the Dean of the School of Medicine; Dean of the School of Public Health and the Dean of the Graduate School of Basic Medical Sciences, based upon assessment and advice of the Director of Facilities.

- B. The Director of Facilities will put an announcement on the College "Inclement Weather" Telephone Line (914) 594-3600 by 6:30 am notifying employees of the decision is made to either not open or open late.
- C. Faculty and staff are responsible to: Call the NYMC Inclement Weather Telephone Line, Check the College Website under Campus Services for the "Status of University Operations"; or check their e-mail for an Inclement Weather Notification in order to ascertain which course of action the College is taking.

Department heads and supervisory personnel should keep at home lists of home telephone numbers of employees whom they would call to notify of inclement weather closings.

D. **"Closed"**

When the Valhalla Campus is "closed", College employees are paid their normal wage for the day. Personnel who are absent from work because of sickness/injury, vacation or leave shall be paid accordingly, based on their absence, i.e., if on vacation, will be paid as vacation, etc.

Non-exempt and union employees who perform essential services and are required by their supervisor to report for work during a non-opening day will receive one and one-half times their normal pay for all hours worked, in addition to their regular pay. Among faculty and staff, only those with responsibility for patient services or research should report for work. Individuals who are expected to report to work include, for example, employees who work in Security, Facilities and Grounds and in Comparative Medicine. They also include those engaged in direct patient care and in time sensitive laboratory experiments. Such individuals are designated as Level A faculty and staff by their supervisors with the concurrence of Human Resources.

E. **"Open for Classes Only"**

All level A employees are to report to work. Also to report to work are those designated to support the educational mission. Such individuals include, for example, teaching faculty with scheduled classes, selected library employees and those who provide direct classroom support. Such individuals are identified as Level B faculty and staff by supervisors with the concurrence of Human Resources.

F. **"Open, Business as Usual"**

All faculty and staff are to report to work. In the event of unusual personal circumstances related to the inclement weather, employees should arrange with their supervisors to take the day off as a personal or annual leave day.

1. **“Delayed Opening”**

In the event of a delayed opening, the day will be treated as a work day and all College employees paid their regular wages for all normal working hours during which the College is closed, except that personnel who are absent from work because of sickness/injury, vacation or leave shall be paid for these hours on the same basis as their absence, i.e., if on vacation, will be paid as vacation, etc.

College employees who report to work after the announced opening can charge the hours not worked after the opening time to personal or annual leave, or can request that their supervisor allow them to make up the time not worked within a short period.

College employees who do not report to work after the announced opening will not be paid for the hours not worked after the announced opening time, unless a valid written reason is provided to and approved by the supervisor or arrangement made to make up for the hours not worked within a short period.

Level A non-exempt and union personnel who are required to report to work prior to the announced opening time, will be paid one and one-half times for hours worked in addition to regular pay for that day.

2. **“Early Closing”**

In the event of an early closing, notification will be made by the Human Resources Department to each Department Chairperson, Administrator, or designee. No one should leave without first being released by the supervisor. Payroll Timesheets (PR-1) should be coded “Q” (Excused with Pay) for those hours designated as excused.

Notification through the College E-mail will be sent out to NYMC College Community.

College employees who leave before the announced closing time will not be paid for the time before the announced closing time unless a valid reason is presented to, and authorized by, their supervisor. This time must be documented on Payroll Timesheet (PR-1). With supervisory approval, an employee may charge personal or vacation time for this early leaving.

Level A non-exempt and union employees who are required to remain at work after an official closing time has been announced will be paid one and one-half times for the hours worked after the official closing in addition to regular pay for that day, or will be given equivalent at one

and one-half time for hours worked compensatory time off within the next pay period.

3. In the event of an early Sabbatical time is not cumulative or, unless approved as part of the original sabbatical plan, divisible, and, in addition, faculty is not eligible for sabbaticals during their final year of employment at New York Medical College. At the end of a sabbatical, the faculty member must return to New York Medical College for a period of time equivalent to the length of time taken for sabbatical or forfeit all accrued vacation time.

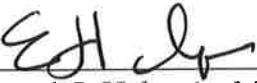
**VI. EFFECTIVE DATE**

This policy is effective as of the date signed below.

**VII. POLICY MANAGEMENT**

Responsible Officer:	Vice President of Operations
Responsible Executives:	Directors of Human Resources and Facilities
Responsible Offices:	Facilities and Human Resources Departments

**APPROVED:**

  
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Edward C. Halperin, M.D., M.A.  
Chancellor for Health Affairs and  
Chief Executive Officer

  
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Date