

5.10.35 Inclement Weather Policy

A. Purpose

This policy sets expectations regarding the curtailment of University work activities, delayed opening of the University, or closure of the University due to inclement weather.

B. Notification

The University will use the EOU Alert system to notify employees (messages sent via email, phone and text) of the decision to curtail University work activities, to delay the opening of the University, or to close the University due to inclement weather. If a decision is made not to open prior to the beginning of the employee's regular work schedule, notification will be given as early as possible prior to the beginning of regular work schedule.

C. Procedure

1. Only the President or their designee may curtail work, delay opening, or close the University campus or operations. Individual work units of the University shall not cease operations due to inclement weather unless the President has directed operations to cease. Closing of the University campus is distinct from ceasing operations.

2. To ensure that employees do not report to work in a situation where there has been a closure of facilities, employees are responsible for monitoring EOU Alerts via their work email, phone, and text messages. Employees may also call the University Weather Information Hotline at 541-962-3131, check the University web page at www.eou.edu for updates or monitor official University social media sites. Information on closures will also be sent to statewide media and to local eastern Oregon radio stations such as KLBM 1450 AM and KCMB 104.7 FM.

3. Supervisors have the authority to designate Classified employees as "essential" and may require these employees to report for work on campus. Departments and supervisors should have plans in place that iterate their expectations and work plans for employees, classes and operations.

4. The Human Resources Department will establish inclement weather curtailment and closure time sheet reporting procedures in accordance with the OPU-SEIU and EOU-AAP collective bargaining agreements and the AP and Online Educator Employee Handbooks. These procedures shall be posted on the Human Resources Department webpage.

5. Please call Human Resources (541-962-3548) if you have questions concerning staff issues.

6. Please contact University Advancement (541-962-3740) if you have questions concerning news and information.

Approval History:

1. Codification and amendment as University Policy approved by President on 04-26-2018.
 - a. University Council recommended approval on 04-10-2018.
 - b. President's Cabinet recommended approval on 04-24-2018.
2. Housekeeping/technical revisions made by the General Counsel's office on 11-02-2023.
3. Amendments approved on an interim basis by the President on 11-27-2023.