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# WORK CONDITIONS

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## INCLEMENT WEATHER / CLOSING OF CAMPUS

The decision to close the campus as a result of inclement weather will be made by the President or his/her designee. The decision to close the campus will be made after receiving the best information available from weather reports and designated SWOSU personnel.

Notification will be in accordance with SWOSU's organizational chart; with the Director of Public Relations notifying the radio and television stations as appropriate. Generally, the local and area radio stations as well as television stations will be informed of the decision as soon as it is determined the campus will be closed on a given day. If no announcement is made, it may be assumed that SWOSU will be open for normal operations. If appropriate, the local newspaper(s) will be notified; however, the decision will usually be made early in the morning, thereby, prohibiting the effectiveness of notifying local newspapers. Notification can also be obtained by dialing the information line at SWOSU #580-774-3225 (#4 will give you weather related closings).

Personnel whose positions have been identified as critical (see listing below) will report to work unless otherwise notified by their immediate supervisor. Upon official notification, supervisors will be responsible to notify employees within their respective areas as to the closing of SWOSU and any special conditions relative thereto. It is the responsibility of the Director of the Physical Plant to request assistance from the City for removal of snow as may be needed.

In the event of inclement weather, it may be necessary for SWOSU to allow employees to be excused from work earlier than scheduled or to arrive at work later than scheduled. Those employees that are not considered critical for SWOSU operation may be provided such excused work absences by the President or his/her designee.

Critical positions are as follows:

- Executive Officers
- Managers/Supervisors
- Maintenance employees
- Custodians, physical plant
- Custodians, housing (when students are in the residence halls)
- Cafeteria employees (when students are in the residence halls)
- Campus operator
- Student Health Services (when students are in the residence halls)
- Police and security personnel

**Recording of Time during a Campus Closing:** Events that require SWOSU to close are handled on a case by case basis. Employees should contact the Office of Human Resources for more information.