

Inclement Weather Policy

Updated February 2019

In the event that inclement weather could potentially make travel conditions to and from campus dangerous for the Mount St. Joseph University (the “University”) community, the Provost shall determine whether or not to cancel classes, delay opening, or close the University to protect the safety of the University community. The University is reluctant to cancel classes, delay opening or to close without necessity. Weather conditions throughout the area are often not uniform and careful consideration of the safety of the entire University community is given by the Provost prior to making any inclement weather safety decisions.

Inclement weather safety decisions will typically be made by 6:00 a.m. for daytime classes and by 3:00 p.m. for evening classes. Any class cancellations, delays or closings will be communicated to all students, faculty, and staff who are registered for MountSafe through their registered phone number(s), email(s), or text(s). MSJ will also provide notice of inclement weather safety decisions to local radio and TV stations that announce local school and business closings.

MountSafe is an opt-in system for receiving important University alerts. To register for MountSafe or for more information, please go to <http://www.msj.edu/student-life/public-safety-campus-police/mountsafe/>.

The following are the typical inclement weather safety decisions made by the Provost, but other decisions are possible:

No Classes— means that classes are canceled and faculty and students should not report to the University campus for classes. Staff, however, are expected to report for work at the University. Canceling classes for a Friday evening does not necessarily mean that they are cancelled for Saturday. Whenever an accelerated class is canceled, it will be made up at the discretion of the instructor and the instructor is responsible for communicating with students in the course when and where the make-up class will be held.

University Closed— means that classes are canceled and University offices are closed. Faculty, students, and staff should not report to the University campus; however, previously identified essential University personnel are still expected to report to the University to maintain business continuity when the University is closed. Any announcement about the University being closed will indicate whether the closure is for the day, the evening, or both.

University Delay— when a delay of opening of the University is announced, the new start time for classes will also be provided. Faculty, students and staff should report to the University at the announced start time; however, previously identified essential University personnel are still expected to report to the University to maintain business continuity when a delay is announced.

Classes that are 50-75 minutes long, and scheduled to begin before the start time, are canceled in the event of a delay. Classes scheduled to begin at or after the start time will begin at their regular time. Classes that are longer than 75 minutes, and scheduled to begin before the start time, will meet for a shortened class period, beginning at the start time.

Employee Handbook

For example, if the University opening is delayed and the announced start time is 10:00 a.m.:

- a 50-75 minute class scheduled prior to 10:00 a.m. will not be held.
- a 120 minute class scheduled to meet from 9:00 -10:50 will begin at 10:00 and meet for 50 minutes.
- a 50 minute class scheduled to meet at 10:00 would begin meeting at 10:00 and meet for the full time scheduled.

Students should refer to each course syllabus and/or speak with any instructor regarding any additional inclement weather attendance policy in a course syllabus that may impact a particular class.

Regardless of any inclement weather safety decision announced by the University, all students, faculty and staff must make a responsible decision about whether to come to the University when driving conditions may be dangerous. Instructors will be considerate of students who feel it necessary to make the decision not to come to the University due to weather conditions. If the University is open and an instructor is unable to attend due to weather conditions, the instructor is individually responsible for notifying the students and will make arrangements for making up the content missed. If the University is open and the instructor is not in the classroom at the scheduled class time, students are expected to wait for the instructor for 30 minutes before leaving.

It is possible that the University could be open for a portion of a day, but not the entire day, and inclement weather safety decisions may be changed or altered by the Provost as weather changes.

Full-time, pro-rata, and benefit eligible staff who have a previously scheduled PTO day when the University closes unexpectedly due to inclement weather will be charged PTO for this time. In the event that the University has a delayed opening, full-time, pro-rata, and benefit eligible staff will be expected to begin work at the announced time. Staff who do not report for the remaining hours of their normal day will be charged a full day of PTO.

Please note that this Inclement Weather Policy is subject to change without prior notice in order to address changes in circumstance, holidays, or when classes are not in session.