



University of Pittsburgh at Titusville

UPT POLICY ON CAMPUS CLOSING

(Revised November 30, 2007)

This UPT policy sets forth procedures specific to the Titusville Campus concerning University operations during periods of extreme weather conditions and natural disasters which may cause tardiness or absence. See also *Pitt Policy 07-04-02*, "Extreme Weather Conditions," which applies to the entire University.

1. The Titusville Campus may be closed as part of a general University closing ordered by the Governor (along with other state offices) or the Chancellor. It may also be closed by the campus President. In the absence of the President, the decision to close the campus is delegated to the Vice President for Academic Affairs.
2. The President may choose to cancel classes but not close the campus; in such an instance, all employees must report for work as usual.
3. A decision to close the campus will be communicated by the President to the Director or Assistant Director of Campus Police, who will have the responsibility of informing the appropriate radio and television stations (see Appendix A). He or she will also place a recorded message on the main switchboard telephone line (827-4400) announcing the closing. The alternate for informing radio and television stations is the Campus Police Officer on duty. Faculty, staff, and students should listen to a designated radio or television station for closing announcements or call the UPT switchboard.
4. *Employees should assume that the campus is open unless they hear otherwise.*
5. If the campus is closed, all *non-essential employees* will receive the day off with their regular rate of pay. The hours for which such employees are paid but do not work because of an authorized closing will result in a reduced workweek and will not be counted as hours worked for overtime purposes.

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6. *Essential employees* are required to work when the campus is closed. Essential personnel at UPT are defined as:

- The maintenance worker on call for that week.
- If the campus is closed because of heavy snow, *all* maintenance workers are considered essential and must report for work.
- Campus Police officers regularly scheduled to work.
- Residence Life Coordinators (if students are in residence).

As needed in specific circumstances, other employees may be designated as essential for a specific day or part of a day by the relevant department head (who must contact the individuals concerned).

7. Essential employees required to work when the campus is officially closed because of extreme circumstances will be compensated as per University policy:

- Essential, non-exempt employees who work will be paid at 1½ times their regular rate. They will not be given time off at a later date for hours worked during such a period.
- Essential, exempt employees may be granted compensatory time off at the discretion of their departmental administrator (must be taken within six months).
- Non-essential employees who work receive no extra compensation.

8. Exempt and non-exempt employees on vacation, personal, or sick leave on a day when the campus is closed shall be charged with the period of such leave.

9. Employees covered by collective bargaining agreements will be compensated as per their agreement.

If the campus is not closed, and an employee is prevented by the weather from coming to work, the employee must take a vacation day or sick day, use accrued compensatory time, or be docked for the day missed.

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Appendix A

Television Stations

WICU-TV Erie, Channel 12

WJET-TV Erie, Channel 24

WFXP-TV FOX 66

WSEE-TV Erie, Channel 35

GBS Television (Titusville)

Radio Stations

WTIV, Titusville, 1230 AM

WGYI, Oil City, 98.5 FM

WKQW, Oil City, 1120 AM/96.3 FM

WFRA, Franklin, 1450 AM

WHMJ, Franklin, 99.3 FM

WMGW, Meadville 1490 AM

WGYI, Meadville, 100.3 FM

WUUZ, Cooperstown, 107.7 FM

WXMJ, Cambridge Springs, 104.5 FM

WWGY, Grove City, 95.1 FM

WNAE, Warren, 1310 AM

WRRN, Warren, 92.3 FM

WKNB, Warren, 104.3 FM