

## Extraordinary Weather Conditions

<b>Term</b>	<b>Definition</b>
College	The State University of New York at Potsdam.
Employee	A public employee working for The College, a Research Foundation employee associated with The College, or a PACES employee associated with The College.
Supervisor	Any person assigned as a supervisor of record within The College who has the authority to direct and control the work performance of an employee.

### Policy

Normal operations must be continued as much as possible. Services related to the maintenance and security of facilities and the health and safety of students, staff, and guests (i.e. emergency management, food service, power plant, security, safety, snow removal, etc.) are considered essential and must be continued in spite of severe weather conditions. College employees are required to remain on duty or report to work to avoid interruption of essential services unless directed or permitted to do otherwise. Under State policy, employee absences resulting from severe weather conditions, including "directed absences," must be charged to personal, overtime, holiday, or vacation accruals (unless the employee prefers a pay cut), even under circumstances requiring the cancellation of classes or the closing of the College. In very unusual circumstances, agencies may, after the fact, petition the Civil Service Commission (CSC) and/or the Governor's Office of Employee Relations (GOER) to suspend the Attendance Rules to excuse full-day absences without charge to leave credits. The (CSC)/(GOER) will consider such requests when buildings must be closed because they are unsafe, resulting in full day absences, or when extraordinary weather conditions affect the ability of large numbers of employees over a wide geographic area to report to work for periods in excess of one full day.

Following are: (1) a statement that outlines the authority of the College President to respond to extraordinary weather conditions, and (2) Internet links containing documents that provide historical perspective to the State's policies.

### Presidential Authority

The President, upon receipt of a recommendation from the Chief of Police and/or Director of Physical Plant may:

1. Cancel classes (employees are still expected to make reasonable efforts to come to work).
2. Authorize switching courses to remote instruction (Presidents Council representatives and/or supervisors in respective areas are responsible for communicating expectations and duties to

their faculty and staff during the transition to remote operations. Faculty are responsible for the transition to virtual instruction and communicating expectations to their students.

3. Excuse reasonable tardiness without charge to leave credits when extraordinary weather conditions affect the arrival time of a number of employees (full-day absences; however, cannot be excused without charge to leave credits or pay cuts).
4. Authorize the early departure of employees with appropriate charges to leave accruals or pay cuts when, in their opinion, weather conditions will likely severely disrupt return transportation to their homes.
5. Request the (CSC)/(GOER) to authorize the early departure of employees (except those represented by Council 82 and NYSCOBPA) without charge to leave accruals or pay cuts when, in their opinion, weather conditions are so severe as to threaten to make return home travel so dangerous that the continuation of employees on the job might endanger their health or safety.
6. Request the Governor to authorize the restitution of accruals used in conjunction with extraordinary weather conditions so extreme as to have created a natural disaster situation affecting the ability of large numbers of employees over a wide geographic area to report to work for periods in excess of one full day.

### **For information**

SUNY Potsdam uses the College's emergency alert system, Potsdam Rave Alert and the Rave Guardian campus safety app, for our first line of communications about severe weather and class cancellations or a switch to remote instruction.

Update your contact information in [Potsdam RAVE Alert](#) and [Rave Guardian](#).

The College also posts about class cancellations or a switch to remote instruction on the website and our social media channels. Notices are also provided to local media outlets; however, we cannot guarantee timely placement, and therefore recommend that campus community members check multiple sources. The following media sources receive campus notifications:

- [7 News/Fox 28](#)
- [North Country Now](#)
- [Watertown Daily Times/NNY360](#)
- [North Country Public Radio](#)
- [Spectrum News](#)
- [ABC50/InformNNY](#)

Check the following for additional information related to extraordinary weather conditions or emergency curtailment of campus activities. Note in particular that the language in current collective bargaining unit agreements takes precedent over the general policy memoranda. In this regard, note the specific language differences among the referenced paragraphs in the Council 82, NYSCOBPA, CSEA, and UUP agreements that relate to extraordinary circumstances.

Information Source

- NYS Policy Memorandum - 3/96
  - March 1996 Memo
- NYS Policy Memorandum - 11/96
  - November 1996 Memo
- Civil Service Commissioner Bahou
  - Historical Perspective-1976 Memo

- PBANYS Provisions - 14.7
  - PBANYS
- CSEA Contract Provisions – ASU, 10.12; OSU, 10.14; ISU, 10.13
  - CSEA
- UUP Contract Provisions - 23.11
  - UUP
- PEF Contract Provisions – 12.13
  - PEF

**Responsible Parties**

<b>Role</b>	<b>Individual/Group</b>	<b>Contact Info</b>
Comply with	All Employees	N/A
Policy Executor(s)	President	Kaitlin Fuller Executive Assistant to the President 315-267-2128 <a href="mailto:fullerks@potsgdam.edu">fullerks@potsgdam.edu</a>
	Physical Plant	David Fullerton Director of Physical Plant 315-267-2601 <a href="mailto:fullerdf@potsgdam.edu">fullerdf@potsgdam.edu</a>
	University Police	Shane Ashley Chief of Police 315-267-2222 <a href="mailto:ashleym@potsgdam.edu">ashleym@potsgdam.edu</a>
	Human Resources	Melissa Proulx Associate Vice President 315-267-2086 <a href="mailto:proulxme@potsgdam.edu">proulxme@potsgdam.edu</a>
	Environmental Health & Safety	Patrick O'Brien Director of Environmental Health, Safety, and Emergency Management 315-267-2596 <a href="mailto:obrienpm@potsgdam.edu">obrienpm@potsgdam.edu</a>

**Change History**

<b>Date</b>	<b>Change History</b>
August 20, 2024	Updated to include emergency management contact and articles of the contracts.
November 8, 2023	Updated for consistent format. Added number two under Presidential authority. Added links to Potsdam RAVE Alert and RAVE Guardian.
March 2017	Policy