

## Extraordinary Weather Conditions

**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) some Internet links containing documents that provide historical perspective to the State's policies.

### **Presidential Authority.**

The President, upon receipt of a recommendation from the Assistant Vice President for Physical Plant may:

1. Cancel classes (employees are still expected to make reasonable efforts to come to work).
2. 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).
3. Authorize the early departure of employees with appropriate charges to leave accruals or pay cuts when, in her opinion, weather conditions will likely severely disrupt return transportation to their homes.
4. Request the (CSC)/(GOER) to authorize her to direct the early departure of employees (except those represented by Council 82 and NYSCOBPA) without charge to leave accruals or pay cuts when, in his 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.
5. 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**

Listen to: WPDM, 1470AM, Potsdam  
WSNN, 99.3FM, Potsdam  
WMSA, 1340AM, Massena  
WSLB-PAC93, 92.7FM, Ogdensburg  
WYBG, 1050AM, Massena  
WICY, 1490AM, Watertown  
CKON, 97.3FM, Cornwall  
NCPR  
WSLU (Canton)

WNCQ (Ogdensburg)  
WIRD (Lake Placid)  
WNBZ (Saranac Lake)  
News 10 Now (Syracuse)  
WWNY-TV (Watertown & Canton)  
WWTI - (Watertown)  
WPTZ - (Plattsburgh)

Dial 315-267-2000

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  
Council 82 Provisions - 14.7  
Council 82  
CSEA Contract Provisions - 10.14  
CSEA  
UUP Contract Provisions - 23.11  
UUP

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Human Resources