

Inclement Weather Campus Operations

Plymouth State University normally remains open during inclement weather. The University makes every effort to avoid an official closing because most students live within minutes of the campus.

In most weather situations, the University will remain open, and employees are expected to work on campus to provide services to our students. Employees should make reasonable decisions when considering travel or family needs, and supervisors should respect these decisions. Staff members must notify their supervisor if they cannot report to work at a specified time or if they need to leave work early. In these instances, staff members, with their supervisor's approval, may work remotely. Those staff members designated as being essential for continued operations are required to receive supervisory approval for absences and use personal time.

Inclement Weather Campus Curtailment

In the event of an emergency or extreme weather conditions, the University Administration will do all it can to decide on and post notifications of class/event cancellations and/or facility closures by 6:00am. For canceling evening classes, the decision is usually made and communicated no later than 3:00pm. Every effort will be made to make the decision as early as possible.

Cancel/Closure notifications will be communicated via the following means:

- PSU Alert Emergency Text Messaging System (sign-up at: <https://campus.plymouth.edu/emergency/alert/>)
- The Plymouth State University Website (<https://plymouth.edu>)
- PSU e-mail
- PSU Storm Line (603) 535-3535
- Local media such as WMUR (<https://www.wmur.com/>)

These guidelines and information about time recording for operating staff are available in the USNH Online Policy Manual (OLPM) USY.V.F.5.3 at <https://www.usnh.edu/policy/usy/v-personnel-policies/f-compensation>.

Essential Campus Department/Operational Areas:

The University designates certain departments as essential to campus operations, and as such they may be required to operate through emergency and inclement weather situations. The departments and operational areas designated by the University as essential include the Hartman Union Building (HUB), ET&S Help Desk, University Police, Physical Plant, Residential Life, Dining, Ice Arena/Welcome Center, Lamson Library, Mail Services, and Health Services. Under curtailed operations, employees in these departments and operational areas will receive their regular pay for the regularly scheduled hours, plus (for Operating Staff) compensatory time off for the hours worked. If an employee who is required to work due to essential operations does not report to work during a curtailed period, the staff member must use earned time or leave time for any time not worked during the curtailment.

On days that we curtail operations for inclement weather, the pace is admittedly slower due to campus closure, but there is the expectation that Faculty and staff will perform work. Please consult with your supervisor for specifics on your work.

Faculty: The expectation is that Faculty may choose to provide online or additional assignments for students and continue individual conferences and appropriate work-related classes and meetings by telephone, email or Zoom rather than face-to-face. While in-person classes are not normally held, certain labs may be held in person at the instructor's discretion. Note that students should not be disadvantaged in grading if they cannot participate due to limited access to technology or internet services or the inability to safely come to campus.

Salaried Staff: The expectation is that salaried staff will work remotely if at all possible and use the day to catch up on email; read the reports or articles that are outstanding; write reports, proposals, or other materials being worked on; and hold appropriate meetings by telephone or Zoom rather than face-to-face.

Hourly-paid Staff: The intention of the curtailment policy is to ensure that staff members are paid for regularly scheduled hours during campus curtailment. Staff members who can work remotely should work with their supervisor to perform their duties remotely. Staff members are paid for the time lost if they have not previously requested the use of sick leave, vacation time, or earned time. If an hourly-paid staff member does not report to work due to weather conditions and curtailed operations is declared, the staff member shall charge their personal time or earned time for any hours not covered by the curtailed operations.

Staff who are unable to work remotely will need to enter the curtailed hours as a time off request for "USNH Curtailed Operations," in UKG Dimensions (Kronos). The Supervisor/Time-Approver needs to approve the USNH Curtailed Operations Time-off Request for staff to be able to see the time on their timecard. The deadline to do this is the Supervisor/Time-Approver deadline on the Monday of the week that Payroll is paid.

UKG Dimensions (Kronos) Request/Cancel Time Off Job Aid:

<https://www.usnh.edu/sites/default/files/hr/resources/utime/kronos/request-cancel-time-off-non-exempt.pdf>

Special Event/Committee Participation: There are also times when special events/committee meetings are scheduled and can't be canceled due to inclement weather. If you are participating in one of these special events/committee meetings, you are considered essential staff and would be expected to report to work through emergency and inclement weather situations.

Other: If you are unsure whether your position is considered essential in a weather emergency, please check with your supervisor. Operating staff employees designated by their supervisors as essential personnel will receive compensatory time for hours worked during curtailed operations.

****Please do not travel to campus on a curtailed operations day if your position is not part of the essential areas noted above.****

Please feel free to contact PSU Human Resources at (603) 535-2250 or psu-humanresources@plymouth.edu if you have any questions.