



Policy: Extraordinary Weather Conditions

Responsible Office: Human Resource Services

Policy:

- State policy is not to close State offices or facilities because of severe weather conditions or other extraordinary circumstances. Offices should remain open, even when services to the public [e.g. classes] are cancelled.
- ***Only the Governor has the authority to close State offices or facilities.***
- Even in the extremely rare situation where offices or facilities are closed by the Governor, employees who provide essential services are expected to report to work or to remain at work to perform responsibilities related to the emergency itself, or to provide care to or maintain custody of clients, patients, residents, or inmates in hospitals and other facilities.
- ***Agencies do not have the authority to direct employees not to report to work.***
- Agencies do not have the authority to direct employees to leave work. In some situations agencies may permit employees who wish to do so to leave work early and charge the absence to appropriate leave credits (*i.e. annual leave, holiday leave or personal leave*).
- Agencies can excuse reasonable amounts of tardiness without charge to employees' leave credits when an uncontrollable circumstance delays the arrival of a group of employees. However, employees who do not report for work must either charge their leave credits or be placed on leave without pay, as appropriate—except for faculty serving on academic year obligations who are expected to provide make up opportunities for students regardless of whether classes were cancelled or they were held but the faculty member was unable to get to work.

If classes are not cancelled but a faculty member cannot make it to work because of extraordinary weather, s/he should notify her/his chair and attempt to notify her/his students via email or other means.

All employees who are absent because of extraordinary weather or other extraordinary circumstances, including faculty members serving on academic year obligations who do not have accruals to charge but must make up the work, must note on their online attendance reports the date and the extraordinary circumstance (e.g. weather) for each such absence.

If SUNY Maritime determines that the extraordinary weather situation warrants cancellation of classes and/or curtailment of activities, advisory postings will be available as follows:

Tune Into WINS 1010 AM Radio or http://www.1010wins.com/
SUNY Maritime College Website http://www.sunymaritime.edu/
Email Blasts REGWEB, Facebook & Twitter