



University Delays, Closings, Communication and Time Reporting

Updated on Oct. 30, 2014

The following information addresses general policy and priorities used in guiding decisions for delays, cancellations or closings and how such are communicated. In addition, a list of frequently asked questions (FAQ) follows that address how time is reported in the event of a university closing for weather or any other emergency.

Delays, Cancellations or Closings

In order for us to make a decision to delay the start of classes or cancel classes, we have to anticipate where the severe weather is heading. That decision is based upon the best knowledge we have at the time for what the conditions will be like. Sometimes a delay is appropriate in order to gain two to four hours to get the campuses ready for vehicular and pedestrian traffic. There can be a wide range of weather conditions in the outlying areas, and although we take into account our many commuter students, the decision is based on the weather and forecasts in the Kent area.

When extreme weather conditions exist in the Kent area, any consideration for a delay or cancellation of classes, a delayed opening of the Kent Campus, or a campus closure are made before **6 a.m. for morning and all-day cancellations, 10 a.m. for afternoon classes** and **3 p.m. for evening classes**. Below are key points to keep in mind:

- In the event of a **delayed opening of the Kent Campus**, classes will not begin before 10 a.m. (Students in special classes, i.e., clinicals, should consult with their dean on the appropriate procedures for an early morning delay or cancellation.)
- When there is a **delayed opening of the Kent Campus**, employees shall report to work when the delay has been lifted, with the exception of those staff members who are deemed essential and must report. If you are not sure of your status, please check with your supervisor.
- When **classes are canceled, university services and offices remain open**. This means that staff members are expected to report to work as usual, or remain at work if the cancellation occurs during the day. If there is an exception to this, it will be communicated with the class cancellation announcement.
- Our university staff members work very hard to keep campus sidewalks, roads and parking lots clear. Only when the university is “closed” due to weather are offices closed and some services not available.

Even in that situation, essential staff members must report to work so that operations needing 24-hour attention are maintained.

The above information pertains to the Kent Campus. Each campus' respective dean determines Regional Campus delays, cancellations or closings. When such decisions are made, the advisory information will be communicated via the same vehicles as those used by the Kent Campus.

Safety is the Top Priority

Everyone's safety is a priority and good judgment should be exercised during severe weather conditions. At times there has been confusion when the Governor's Office issues a closing order, or when the local sheriffs' departments have posted snow emergency advisories.

A closing order from the Governor's Office is issued primarily for state office buildings and other state employees in the field. **Colleges and universities do not fall into this category.** Sheriffs' departments issue snow emergency levels ranging from one to three. These orders do not apply to employees required to provide essential functions at their workplace.

Still, students, supervisors and employees are expected to exercise good judgment during severe weather conditions. Travel conditions may cause an employee to arrive to work late, be absent or leave work early. Employees should notify their supervisors if they are unable to report to work or feel it necessary to leave early.

Communications

There are three ways to learn about any delays, class cancellations or campus closings:

- **Flash ALERTS text message and FlashLine email.** The Flash ALERTS message will notify subscribers to check the university's Advisory web page for up-to-the-minute reports on campus and class status. You can subscribe to Flash ALERTS at www.kent.edu/flashalerts.
- **Kent State's Advisory Web page** at www.kent.edu/advisory. This page lists any closings across the university's eight-campus system. A red bar will appear on the top of the www.kent.edu home page if there is a cancellation or closing. The information is also posted to the university's [Facebook page](#) and [Twitter](#).
- **Television and radio broadcasts.** For a complete listing of all of the television and radio stations to which Kent Campus cancellation information is reported, please [visit this guide](#).

If you use Flash ALERTS or Twitter to get your information, we encourage you to also check the Kent State Advisory Web page or your kent.edu email. The text alerts and Twitter feeds are limited in the amount of information that can be displayed, while the advisory page and email will list **all** details of a delay, cancellation or closing. This is especially important for staff, so they know whether or not they are to report to work.

Frequently Asked Questions for Reporting Time During a University Closing

Q1: How do I know when the University is re-opening after a closing or delayed start?

When there is a university closing on the **Kent Campus**, it will re-open the following day at 6 a.m. When there is a closing at a Regional Campus or other Kent State location, the re-open time will be determined by the dean or chief executive officer of the location. When there is a delayed start, the re-open time will be announced through normal university communication channels including local radio, television stations, Kent State email and the Kent State website. Employees may also receive emergency notification by registering for the optional [Flash ALERTS](#).

The official closing/delay time at any campus will be determined on a case-by-case basis, depending on the circumstance and the time of day when the closing/delay is announced.

Q2: How do I report time for a nonessential employee (classified, hourly, full-time, part-time, temporary) that was scheduled to work but did not because of the closing?

Employees must be paid for their scheduled hours. Employees or their supervisors should record the number of scheduled hours into the university's timekeeping system as "University Closure."

Q3: How do I report time for an essential employee that was scheduled to work and called off during a closing or delay?

Essential employees that call off must utilize compensatory time or vacation time for their regular hours for the day.

Q4: How do I report time for employees (classified, hourly, full-time, part-time, temporary) who worked during a closing?

Step 1 - Employees should clock in/out for the hours they actually work during the closing. If they do not, the supervisor will need to enter the time worked into the university's timekeeping system.

Step 2 - For the same date, insert a line on the timecard and enter the number of hours an employee is regularly scheduled to work during the time when the university was closed, and record it as "University Closure."

Hours worked during the closing, plus the employees' regular hours for the week, will count toward any overtime calculation. This applies to essential and nonessential employees, **as long as a supervisor approved the employee to work.**

Q5: Do I report time worked for student employees during a closing?

Student employees scheduled to work but did not because of a closing should not be paid for scheduled hours; therefore, supervisors **should not** record scheduled hours into the university's timekeeping system. Student employees who work during a closing should be paid for hours worked

at their regular rate of pay.

Q6: *How do I report leave time for a staff member with previously approved leave?

Employees who have pre-scheduled either vacation, personal, or sick leave **before** a university closing has been announced must use their vacation, sick or personal leave that was previously approved.

**This provision applies to all such leave time that has been approved prior to the closing or delay. This includes vacation, sick, compensatory, etc...*

Q7: How do I report leave time for a staff member that calls in sick before the emergency closure or delay is announced?

Employees who have called in sick before a university closing is announced must use sick leave.

If you have questions about a specific circumstance not listed here, contact HR Records at 330-672-8316 or Payroll at 330-672-8640.

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