



Committee Meeting: Policy & Governance Committee	Date: December 14, 2018
Committee Chair: Kathleen Masiello - members present page 2	
New or Edited: Edited VI-A-6 Emergency Weather Closing Policy	

POLICY NAME: Emergency Closing Policy

POLICY TYPE: Managerial

SUBMITTED BY: Penelope Howard, Executive Vice President for Administration and Finance

ISSUE OR STATEMENT OF PURPOSE: To establish guidelines for emergency closings.

NEW OR EDITED POLICY: Edited VI-A-6

PURPOSE:

To define the authority and purpose of emergency campus closings for SUNY Erie Community College. Specific procedures related to the execution of this policy to include specific responsibilities and communications of emergency events will be maintained separately.

POLICY:

The President or his/her official designee has the authority to cancel classes or close singular or all campuses, in part or whole, due to any uncontrollable emergency.

In the event that such an event is called, employees directly impacted by the closing of their primary work location or cancellation of classes for which they teach or assist who have already reported to work, may leave work, or not come to work, unless they have been designated as essential (see Essential Personnel Policy and applicable collective bargaining MOU). Time off from work for each employee affected by an official emergency closing will be treated as defined in their governing union contract.

An employee who is officially designated as essential, or who is otherwise required to work during an officially declared emergency closing, will receive normal pay for hours worked per applicable contract and MOU's.

The President or his/her official designee is granted sole authority to declare that classes or campuses, in part or as a whole, are cancelled or closed. This authority extends to the suspension of related services or activities, in part or whole, due to emergency conditions. Any employees who are excused without a formally declared suspension of operations will have the absence charged to personal leave balances as defined under the liberal leave policy.

Should the President or his/her official designee declare an emergency facility closing, cancellation of classes, or suspension of services, in part or as a whole, only those employees directly impacted by the declared emergency as defined above, will be excused or approved under this policy. This policy does not extend to



POLICY NAME: Emergency Closing Policy - **Continued**

employees in non-impacted classes, facilities, or services. This decision to close will be communicated through all appropriate channels.

DOES IT SUPERCEDE A POLICY/WHICH ONE: Yes, VI-A-6 Emergency Weather Closing Policy approved 6/88 and 9/00.

POLICY & GOVERNANCE COMMITTEE RECOMMENDED ACTION:

Policy & Governance Committee recommends the Board of Trustees accept the Managerial policy under Committee Briefings, Policy and Governance Committee. This Policy supersedes all prior policies/procedures and practices related to Emergency Closing Policy.

POLICY & GOVERNANCE COMMITTEE MEMBERS PRESENT: Trustee Len Lenihan, Trustee Kathleen Masiello, Executive Vice President for Administration and Finance Penelope Howard, Director of Registrar Paul Lamanna, Dean of Liberal Arts and Sciences Joanne Colmerauer, Dean of Liberal Arts and Sciences Jamie Smith; College Senate Representative Michael Delaney; Daniel Kaufmann, Employee Relations Manager; Heather Cruz, Dean of Students and Joan Castro, Assistant to the Provost and Executive Vice President

DATE OF BOARD ACCEPTANCE: February 7, 2019

POLICY & GOVERNANCE COMMITTEE TEAM FOLLOW-UP:

Following Trustee acceptance, this Managerial policy will be included in the SUNY Erie Community College Managerial Policy Manual.

INFORMATION/INPUT CONSIDERED DURING POLICY & GOVERNANCE COMMITTEE DELIBERATIONS:

The Policy has been reviewed and discussed at the Policy & Governance Committee meeting of December 14, 2018.