



Extraordinary Weather Conditions Policy

During extraordinary weather conditions normal campus operation must be maintained to the extent possible. Services related to the maintenance and security of facilities and the health and safety of students, staff and guests (e.g., security, food services, health & safety, snow removal, etc.) are considered essential and must be continued in spite of severe weather conditions. SUNYIT employees are required to remain on duty or report to work to avoid interruption of essential services unless directed or permitted to do otherwise. It is the individual responsibility of all non-essential employees to determine whether they can get to the campus based on the current weather conditions and personal safety. Under state policy, employee absences resulting from severe weather conditions, including “directed absences,” must be charged to personal, overtime compensatory, holiday or vacation accruals (unless the employee prefers to be placed on leave without pay), even under circumstances requiring the cancellation of classes or the closing of the campus. 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 multiple, full-day absences without charge to leave credits. These agencies will consider such requests when buildings must be closed because they are unsafe, 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.

Presidential Authority

The President, upon receipt of a recommendation from the Provost or the Vice President for Administration, may:

1. Cancel classes (faculty and staff 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 of pay cuts);
3. Authorize the early departure of employees with appropriate charges to leave accruals or leave without pay when, in his or her opinion, weather conditions will likely severely disrupt return transportation to their homes.
4. Request authorization from CSC and GOER to direct the early departure of employees (except those performing essential services) without charge to leave accruals when, in his or her opinion, weather conditions are so severe as to threaten to make return home travel so dangerous that 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.

Class cancellation announcements and other information related to extraordinary weather conditions will be posted online, www.sunyit.edu, and broadcast on Utica-Rome, Syracuse, and Albany-area radio and television stations. Announcements will also be available via the SUNYIT "Snowline," 315-792-7385 (ext. 7669 for on-campus callers), and on the campus-wide monitor system.

Revised August 2011