

Inclement Weather and Emergency Changes to Operations Policy



Policy Number: 02.037	Responsible Office: Human Resources	Governing Body: President's Office	Last Review Date: 11/1/2025
Scope: This policy applies to all Antioch College employees			

The College campus will remain open for on-campus instruction and work activities in all but extreme circumstances. Only by the authorization of the President or their designee will the College alter on-campus operations due to emergency circumstances. Unless an emergency change to operations is announced, all employees are expected to report to work. However, employees should not take unwarranted risks when traveling to work. Each employee should exercise their best judgment concerning road conditions and other safety concerns and follow local emergency protocols and travel restrictions. If severe weather conditions develop during working hours, it is at the discretion of the President or designee to release employees.

In short-term severe weather conditions, the College may declare an emergency change to operations and reduce non-essential operations on campus by moving to remote options when possible. In these situations, non-essential Faculty and Staff should not report to Campus for work, even if they feel they can do so (essential staff are identified below). Faculty are expected to create a plan for curricular continuation, which can include, but is not limited to, course instruction through remote learning. Staff who are not in essential work areas will be expected to work remotely, if possible, with coordination from their supervisors.

Guidance for Student Work Crews and their supervisors can be found in the Work Program Handbook for expectations during remote operations or operation changes due to inclement weather.

Designation of Remote Operations:

A decision to move to remote operations will be made by 5 am, and the information will be sent via the Emergency Notification System, which will be in the form of a cell phone text message (provided the employee has signed up for this service through Public Safety) and an Antioch College email message. Local media (radio and/or television stations) will be asked to broadcast notifications as well.

The decision to move to remote operations will be declared if there is a County Level 2 or 3 snow emergency in Greene County or if an extreme wind chill is advised of -30 degrees or more in Greene County.

Wellness Center closing:

When the College declares that operations will be remote, the Antioch College Wellness Center will close operations. The Antioch College Wellness Center closure will be announced by 5 am

along with the College closure. Due to the early hours of operations at the Wellness Center, the The Director of the Wellness Center may decide to delay opening before an anticipated weather event and/or close the pool for the next day, allowing time for the College to decide on full closure.

Pay and Leave Practices:

- On days or times when the College is open but weather makes it difficult for individuals to arrive on time, Supervisors have the discretion to not discipline employees arriving late. Individuals who fail to make it to work due to inclement weather must use vacation time in order to be paid for such time. Sick time may not be used in such situations. Supervisors are encouraged to be sensitive to requests by staff employees to leave work early due to worsening weather conditions; however, employees must use vacation time in order to be paid for hours not worked.
- When a partial or full day of remote operations is authorized, hourly and salaried employees will be told to stay home or sent home. Employees are expected to work from home or use accrued paid time off if unable to do so.
- Employees in essential operational roles (i.e., Public Safety, Facilities, IT, Kitchen, Residence Life, and Student Life On Call staff) may be required to work on campus when remote operation is in effect. In these circumstances, employees who work will receive regular pay for the hours they work. If essential employees are unable to make it to work, they will have an option to use vacation hours. If accrued vacation hours are not available, employees will be excused from work without pay and without disciplinary action.

Snow Emergency Levels (weathersafety.ohio.gov):

LEVEL 1 – Roadways are hazardous with blowing and drifting snow. Roads are also icy. Drive very cautiously.

LEVEL 2 – Roadways are hazardous with blowing and drifting snow. Only those who feel it is necessary to drive should be out on the roadways.

LEVEL 3 – All roadways are closed to non-emergency personnel. No one should be driving during these conditions unless it is necessary to travel or a personal emergency exists. All employees should contact their employers to see if they need to report to work. Those traveling on the roadways may subject themselves to arrest.