

## LINCOLN UNIVERSITY

<b>Policy:</b>	<b>Campus Closings and Work Schedule Modifications</b>
<b>Policy Number:</b>	<b>HRM – 119</b>
<b>Effective Date:</b>	<b>October 6, 2009</b>
<b>Revisions:</b>	<b>November 9, 2004 (formerly titled, “Emergency Closing”), August 2011</b>
<b>Next Review Date:</b>	<b>August 2013</b>
<b>Review Officer:</b>	<b>Chief Human Resources Officer</b>
<b>Status:</b>	<b>Approved by President and Active</b>

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### 1. Introduction

- 1.1 Lincoln University (“University”) recognizes that there are times, due to emergencies, such as severe weather conditions, when classes may be canceled and the University offices may be closed. In some departments, such as, but not limited to, Public Safety and Security, Health Services, Housing and Dining Services, Housekeeping, and Maintenance Operations, employees provide essential services and are critical to operational needs, and therefore, will remain open and employees assigned to these departments are required to work. In an effort to ensure the safety of students and employees, timely decisions to modify work schedules will be made and communicated to employees.
- 1.2 Modifications of work schedules may take the form of either a partial or a full closing of the University’s operations. In either situation, essential personnel, as designated by administrators in the aforementioned departments, or in some cases by the applicable CBA, are expected to remain at work if the closing occurs during their regular work schedule, or to report to work if the closing announcement is made before their regular work schedule begins.

### 2. Policy

In the event of a public emergency, inclement weather or other extenuating circumstances, the President or designee will have the discretion to excuse employee lateness, early departure, or absence at-large or on an individual basis.

### 3. Work Schedule Modifications

The following work schedule modifications shall be communicated through the channels as listed in Section 5 of this Policy, “Communication of Work Schedule Modifications”:

- 3.1. *Full Closing:* A full closing occurs when conditions warrant cancellation of classes and closing of all departments, except those providing essential services.

The University decision to delay or cancel classes will be made public by 6:00 a.m. to the extent possible on the morning of the weather-related delay / cancellation.

- 3.2. *Partial Closing:* A partial closing occurs when circumstances warrant the cancellation of classes while administrative and academic departments and offices remain open. Employees in administrative and academic departments and offices are required to report to work or utilize accrued vacation leave only for such absence upon approval by their immediate supervisor.

- 3.3. *Delayed Opening:* Occasionally, circumstances will warrant a delay in the opening time of the University. Employees are required to report to work and will be paid for the full day. Employees who do not report to work may utilize accrued vacation leave only for absence upon approval by their immediate supervisor.

Two hour delay means that all MTWRF classes that are scheduled to end before 10:00 a.m. are cancelled. Classes that begin prior to 10:00 a.m. and are scheduled to end after 10:00 a.m. will begin at 10:00 a.m. and end their regularly-scheduled times, e.g., TR 9:30 a.m. classes will meet at 10:00 a.m. and will end at 10:50 a.m.

- 3.4. *Closing before the End of the Normal Workday:* When there is a closing of the University before the end of the workday, administrators shall be contacted by HR so that they may release non-essential employees in their respective areas. All non-essential employees shall be paid for the full workday.

#### **4. Essential Personnel**

Essential personnel, as defined by Administration or an applicable CBA, are required to report to work as scheduled. Essential personnel who do not report to scheduled work on a Full or Partial Closing or Delayed Opening day(s) are not eligible to utilize accrued vacation or sick leave for such day(s) and may be subject to disciplinary action, as such absence may be considered unauthorized and/or unexcused.

## **5. Communication of Work Schedule Modifications**

The University shall announce a closing or other modified work schedules during times of inclement weather or emergencies through its special information telephone line, (866) 809-4556 – toll free special information line; (484) 365-7999 – local telephone number; x7999 – campus extension; radio station KYW 1060 AM – Broadcast Number 1197; and Internet Websites: [www.lincoln.edu](http://www.lincoln.edu); [www.thewgalchannel.com](http://www.thewgalchannel.com); and [www.kyw1060.com](http://www.kyw1060.com). TV Stations: CBS 3, WGAL NEWS 8, NBC 10, WTXF FOX 29.

***Questions regarding this policy may be directed to:***

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