



INCLEMENT WEATHER POLICY

During periods of inclement weather, The University of Findlay considers the safety of its employees and students of utmost importance.

During inclement weather, information on the status of University operations will be posted to the University Web site at www.findlay.edu/academics/weather.

The chart below describes the University policy in relation to city/county snow emergency classifications.

WEATHER CONDITION CLASSIFICATION BY PUBLIC AGENCIES, SUCH AS COUNTY SHERIFF’S OFFICE

Level	Description	University Plans and Operations
Level 1 Alert	Roadways are hazardous, drive with extreme caution.	Classes will be held and offices will be open to provide services. Employees of the University should report to work.
Level 2 Advisory	Roadways are extremely hazardous with blowing and drifting snow and/or flooding. Only those who feel it is necessary to travel should be on the roadways.	Classes will be held and offices will be open to provide services. Employees of the University should report to work. If they cannot report, they should contact their supervisor. Faculty members who must cancel a class meeting should contact students by email, notify their department director and dean, and schedule make-up class sessions if necessary.
Level 3 Emergency	Most roadways are closed and extremely hazardous/flooded. Employees should comply with workplace policies or contact their employer. Violators may be cited.	The University of Findlay’s President or designee will assess the situation and determine whether classes will be canceled and offices closed. Information on the status of University operations will be posted to the University Web Site at www.findlay.edu/academics/weather Faculty members who must cancel a class meeting should contact students by email, notify their department director and dean, and schedule make-up class sessions if necessary.

Personnel in areas critical to the maintenance of the physical plant, oversight of residential students, and other previously identified areas should report.

If the employee deems it necessary to leave work early or to arrive at work late due to weather conditions, the release time from work must be made up or vacation must be used for that time.