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Policy: Inclement Weather Policy  
Policy No: 3.16  
Approved: March 2006

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### **INCLEMENT WEATHER POLICY**

It is the policy of the College to remain open during inclement weather periods except under extremely rare conditions, i.e. directive from local and/or state authorities. Inclement weather conditions prompting the suspension of classes for students shall not affect non-instructional work schedules for faculty and staff members with regularly scheduled hours during an inclement weather period. The College recognizes that some faculty and staff members may wish to absent themselves, with their supervisors' approval, during an inclement weather period because of concern for personal safety. Such faculty and staff members are required to use paid leave or leave without pay to account for the period of absence.

In the event of early closing, departments and divisions will be notified by text and/or e-mail of the time or the closing.

In the event of delayed opening or closing of the College, a message will be placed on the College's voice mail system. Employees are requested to call the main number of the College to check the message. In both of the above situations, announcements will also be made on local radio stations. Employees may also choose to sign-up to be notified by SUNY NY-Alert by clicking the link provided on the College's web site.