



## SYRACUSE UNIVERSITY

December 8, 2014

Dear Faculty and Staff,

At this time of year it is useful to review procedures and principles governing the operation of the University in the event of snow, icy conditions or other winter weather. The University will, in general, remain in operation and continue classes and regular services despite adverse weather conditions that may affect transportation and utilities. The continuation of all activities is essential to the needs and expectations of our students in this residential campus community.

A decision to curtail the University's daily schedule is made only by the Vice Chancellor and Provost and the Executive Vice President and Chief Financial Officer. It is based upon constantly updated and projected weather information and recommendations provided by the Department of Public Safety and Physical Plant.

Any change in the University's daily schedule will be announced first via text message, email and social media through the University's emergency broadcast notification system and will carry the notice SU WEATHER ALERT. Social media announcements will be made on the University's campus Twitter account @SUCampus. Please be sure your Orange Alert settings are always up to date in MySlice and if you use Twitter you are following @SUCampus.

Information about the University's operational status can also be obtained by calling 315-443-1870 for a regularly updated general announcement or by checking the Syracuse University News website [news.syr.edu](http://news.syr.edu). Announcements will also be carried by WAER-FM 88.3, the University's public radio station, and other local media outlets.

If such a decision is made during the workday, the information will be given by the Vice Chancellor and the Executive Vice President to academic deans and administrative vice presidents, who will notify faculty and other employees through their respective department heads and directors. Dismissal of employees should be orderly so that traffic congestion is not created on campus and nearby city streets. Early dismissals impacting the local community will be coordinated with the City of Syracuse and Onondaga County. Departments are asked to adhere to the dismissal procedures announced by News Services.

Bargaining unit employees who were scheduled to work will be informed where to call for information and are expected to be available by phone.

Only the Office of News Services is authorized to transmit to the news media announcements about closings, work-schedule changes or class-start delays.

In reaching a decision concerning the possibility of a closing during office hours, careful attention will be given to the expected intensity and duration of a storm. In exceptional circumstances during inclement weather, an individual employee may have a compelling need to leave work or to be absent, even though the University officially remains open. In such cases, the respective dean, department head or director may permit an employee to be absent, but with the understanding that the absence will be charged against "Personal Days" or "Floating Holidays."

Occasions that require the University to alter its daily schedule because of weather emergencies are few. In most years, forced closings have not occurred. Thus, even in times of exceptionally inclement weather, all University employees are asked to assist the University in fully meeting the academic and supporting service needs of our students.

Eric F. Spina  
Vice Chancellor and Provost

Louis G. Marcoccia  
Executive Vice President and Chief Financial Officer