

Refer to Section Personnel 25
Human Resources Unit
Procedure for Weather Closings



**WEATHER NUMBER: 846 - 5858 – DAY
1- 866 – 747 – 0003, OPTION I – SCD**

Academic Classes: In concert with the Provost of the College,

- The Dean of the Women's College determines the status of classes at Midway College for the Day College.
- The Dean of SCD determines the status of classes at Midway College for the evening/weekend classes.
- The decision to delay the opening or to cancel day classes is made by 6 a.m. for day classes and by 4 p.m. for evening classes
- Day Classes: a message is placed on campus voice mail, **846-5799** and the inclement weather number, **846-5858**, by 6 a.m. for day classes if classes are closed or delayed.
- SCD Classes: a message is placed on the SCD Weather line, **1-866-747-0003, option 1** by 4 p.m. for SCD Classes.

Campus Offices: In concert with the President,

- The Provost determines and announces the status of campus offices and other work outside of classes.
- Academic Breaks or Canceling of classes does not close the offices or work on campus.
- Campus Offices will be open and employees expected to work, unless specifically closed by separate action of the Provost after consultation with the President.
- If offices are closed, a message will be placed on campus voice mail, **846-5799** by 6 a.m.. Only essential employees are required to work on these days.
- When offices are closed, non-exempt (hourly) staff may choose to use available vacation time for the missed hours.

Essential Employees:

- Essential Employees are designated by position and are required to work on all scheduled days.
- Essential positions are Executive Council, Physical Plant, Security, Equine Barn Personnel, Dining Services, Residence Directors and others as may be designated contingent upon needs.