

## Inclement Weather Guidelines

Warner Pacific University seeks to determine the safest course of action for students, faculty and staff in cases of inclement weather.

Generally, the University will make the decision to operate under the inclement weather plan no later than 6:00 am for Traditional classes and no later than 4 pm for PGS classes. Please check the local news stations (KATU Channel 2, KOIN Channel 6, KGW Channel 8, and KPTV Channel 12) for updates.

If the determination is made that weather conditions may compromise the safety of our University community, WPU leadership will operate under one of the following guidelines:

# Inclement/Winter Weather Plan

An inclement/winter weather plan indicates a modification of operating hours or methods including:

- Academic activity (classes) will be delayed/ended early, or moved online. For example if there is a delayed start, WPU may determine that it is safe to start classes and student activities at 10 am instead of 8 am.
- Generally, offices will remain open regular hours (Monday Friday 8 am to 5 pm and PGS 9 am to 6 pm). In case of a delayed start or early closure alternate office hours will be determined and announced.

### Campus Closure

If WPU determines that a Campus Closure is necessary, the University offices and classrooms will close. All scheduled day and evening classes may be moved online. University performances, meetings, practices and other events will be canceled unless a specific exception is approved in accordance with University procedures.

#### **Notifications**

Notifications of inclement weather plans will be made via Signpost, Shield, the WPU website, Omnilert (for text messages), the WPU Facebook page and local television networks.

If you are reporting to the Mt. Tabor campus during inclement weather:

- Please note that the facilities team will apply deicer to the Egtvedt, A.F. Gray and Gotham parking lots and rock salt to campus walkways.
- Campus Dining Services for residents will continue during both the Winter Weather Plan and a Campus Closure. Residence Life and Campus Safety personnel will also remain on-call.



#### **WPU Students**

If offices and classrooms are closed, Traditional students please consult your faculty member(s) for further instruction. Professional and Graduate Studies (PGS) students, classes will be online, please connect through MyWP.

# WPU Employees

Each employee is personally responsible to verify weather conditions and the university's operating status. If you have not signed up for WPU's Omnilert updates, you should do so at https://warnerpacific.omnilert.net/subscriber.php

As per the Employee Handbook, when the University closes campus due to inclement weather, employees who are scheduled to work that day (not on vacation, sick, or any other leave) will receive regular pay for the number of hours they were scheduled to work that day, though these hours are not considered time worked for the purpose of calculating overtime pay. If the University remains open or adjusts work hours employees are to use their personal judgement regarding safely commuting to campus. If they feel unsafe, they should notify their direct supervisor and may use accrued vacation or sick time to compensate for the time missed or make arrangements to make up the hours during the same work week.

If a Campus Closure is announced during the traditional semester, some essential personnel may still be required to report to ensure the safety and provision of residential students.

### **Inclement Weather Resources**

If you are traveling, check local and regional conditions:

- ODOT TripCheck
- TriMet Alerts
- PBOT Alerts

Should you experience an emergency situation while on campus during inclement weather:

- Call or text: 911
- WPU Campus Safety: 503-517-2127 (office) or 503.250.1730 (cell)

Modified January 2020