



## 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 Professional & Graduate Studies (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 the University procedures.

### Notifications

Notifications of inclement weather plans will be made via WPU website, Alert Notification System, WPU social media, and local television networks.

All current students and employees are automatically registered to receive email messages sent by the alert notification system.

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

- Please note that the facilities team will facilitate snow/ice removal, apply deicer to 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 with your instructors for further instruction. 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.

Given WPU's recent adoption of Zoom and access to webmail and the Virtual Private Network (VPN), the Executive Cabinet has determined that most employees should be able to transition to working from home if the University closes campus due to inclement weather. Please contact WPU's Information Technology Department if you require a VPN.

If a Campus Closure is announced during the traditional semester, some key personnel (campus safety, facilities management, residence life, food services, etc.) may still be required to report to ensure the safety and provision of residential students.

If you are expected to report to campus during an inclement weather campus closure (for key employees in campus safety, facilities management, residence life, food services, etc.), but can't safely commute to campus, please notify your direct supervisor. You will receive regular pay for the number of hours you were scheduled to work that day, though these hours are not considered time worked for the purpose of calculating overtime pay. Employees who are not scheduled to work that day due to vacation, sick time, or any other leave will not be compensated.

If the University remains open or adjusts work hours, employees are to use their personal judgement regarding safely commuting to campus. If you feel unsafe commuting to campus, you should notify your direct supervisor and transition to working from home. If you cannot work from home, you may use accrued vacation or sick time to compensate for the time missed or plan to make up the hours during the same work week.

### **Inclement Weather Resources**

If you are traveling, check local and regional conditions:

- [ODOT Trip Check](#)
- [TriMet 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) Campus Safety**

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