



EASTERN OREGON
UNIVERSITY

TO: All EOU Employees
FROM: Bob Davies, President
RE: Inclement Weather

The procedure for notifying all employees of curtailment or closure due to inclement weather is as follows:

Employees will normally be advised by e-mail, phone and/or text message using the "EOU Alert" Emergency Notification System of the University's decision to curtail work activities, to delay the opening of the University, or to close the University. If a decision is made not to open prior to the beginning of the employee's regular work schedule, notification will be given as early as possible prior to the beginning of such regular work schedule.

Generally, the University will open during inclement weather.

It is your responsibility to check e-mail, phone and text messages and listen to the radio (KLBM 1450 AM, KCMB 104.7 FM). These will be the primary vehicles we use to communicate with employees. This may be supplemented with direct telephone calls; however, you must still listen to the radio and check e-mail. You may also call the emergency information line at **541-962-3844** or check the EOU web page at www.eou.edu for updates (made as possible). If the University closes, do not come to work. Staff members providing essential services will be expected to report to work unless SPECIFICALLY notified to the contrary by their supervisors.

To ensure you receive notification via "EOU Alert" please verify that your contact information is correct. Login to your Webster account at www.ous.edu/webster/ and click the Personal Information tab. Update your emergency contacts, including your **cell phone** number and **home e-mail address** where you are most likely to be reached in the event of an emergency. Please note your **campus emergency notification e-mail address**, (your assigned EOU e-mail), must be updated by Human Resources.

Following are the reporting procedures for classified employees:

1. Should the University close after an employee has reported for work, the employee is not required to use accrued leave for the remainder of the shift. Such time should be reported on the "LWP" line on the Time and Attendance form, noting "inclement weather" in the remarks section of the form. **(Note: Only the President or his/her designee may close the University. Departments may not cease operations and send employees home with pay due to inclement weather unless the President has closed the University.)**
2. When the University has not been officially closed, an employee who wishes to leave prior to the end of his/her shift **must** charge the time against accrued leave.
3. Should an employee leave as noted in number 2 above, and the University is subsequently closed by the President, the employee should only use accrued leave for the time between when he/she left and the University was closed (e.g., an employee leaves at 1:00 p.m. and the University is subsequently closed by the President at 3:00 p.m. The employee need only charge two hours against accrued leave.)
4. Employees who do not report for work on a day that the University opens but closes early must use accrued leave for their entire shift.
5. Employees who are designated as providing essential services to the campus and who are required to work will be compensated at time and one-half.
6. Employees who are directed not to report for work are authorized the use of accrued vacation, compensatory time, personal leave or leave without pay to cover work time missed due to closure or work curtailment.

Please call Human Resources at 541-962-3548 if you have questions.