

College Emergency Close-Down or Delay Policy

Dickinson College is a residential institution, and offices and services will remain open and available to students, even during inclement weather. The college will not close down due to inclement weather except under extreme emergency situations, i.e. the Governor declaring a state of emergency which includes a travel ban or restriction. Certain weather situations may result in a delayed opening to allow Facilities Management personnel the opportunity to clear parking lots and walkways of debris. Occasionally, when conditions warrant, the college also may have an early closing. Information about such closings will be sent by telephone and email to all offices, but Red Alert may also be utilized.

In the event of inclement weather, regardless of whether the college is delayed, please use good judgment when commuting to work. If an employee is not able to arrive at their regular start time safely due to weather conditions, they should immediately inform their supervisor. Supervisors

1. Log into the Dickinson Gateway on the web at <http://gateway.dickinson.edu/>
2. Follow the instructions in the Dickinson Red Alert channel, follow the link

Please register as soon as possible. Having your latest contact information in our notification system is the only way to ensure that we can quickly communicate with you in an emergency.

Emergency Personnel

When the college is delayed or closed, only those employees identified as part of the emergency response team or those designated as “emergency response personnel” will work. For safety reasons, all employees not part of the emergency response team or those designated as emergency response personnel should report to the emergency response team or those designated as emergency response personnel.

If a non-exempt employee is asked by the supervisor (with approval from the respective division head) to stay during a close down situation because of critical business needs, and he or she agrees to do so, the employee will be compensated as other emergency response team or “emergency response personnel” even though the employee is not part of the emergency response team. If this occurs, the employee is to indicate on their timesheet those hours worked during the emergency situation.

Finally, should there be inclement weather that does not cause the college to delay its work schedule but prevents employees from reaching work, they may use an emergency day. Each non-exempt employee is given one emergency day per fiscal year which, if used, is charged against the employee’s sick leave. The emergency pay time may be used in less than full-day increments, the same as sick leave.

If several storms occur during the year and an employee’s emergency day has been used, then a floating holiday or vacation day may be used; otherwise, the absence will be without pay. When possible, supervisors should give employees the option to make up for any missed time.

Responsible Division/Office: Finance & Administration/Human Resource Services

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Also Found In: Dickinson Employee Handbook Revised October 2016