UW-Platteville Faculty Handbook: Chapter Five

Title*:* 5.11 Class Cancellation and Closure Policy

Keywords: class cancellation, campus closure

Policy Approval Date: Oct 2014

Policy Source and Authority for Approval: Chancellor

Note: This policy is cross-listed in the Faculty Handbook "Teaching Policies" folder.

Policy Statement:
In the event that class cancellation or campus closure becomes necessary due to campus emergencies or other events, including inclement weather, that jeopardize the health, personal safety, travel safety, or security of the students and/or employees at UW-Platteville, the following policy and procedures shall be followed by all members of the university community (administration, faculty, academic staff, classified staff, LTEs, and students).

1. Authority

1.1 Class Cancellation or Campus Closure

The State of Wisconsin has delegated authority to the UW System for decisions concerning the cancellation of classes or the closure of campuses to the public due to inclement weather. At UW-Platteville, the Chancellor's office shall determine whether or not to cancel classes. In the absence of the Chancellor, the next authority in the university's chain of command shall have the responsibility for taking this action. The Chancellor's office also determines, in consultation with UW System Administration, whether or not to close the campus to the public. Only the Governor has the authority to close state offices, including university offices.

There are three types of cancellations: 1) classes are cancelled; 2) classes are cancelled and the institution is closed to the public; and 3) classes are cancelled and the campus is closed to the public and employees. In the first two types of cancellations and closures, all employees are expected to report to work as scheduled, while using discretion about whether or not they can make it safely to work. If classes are cancelled and the campus is closed to the public and employees, only essential personnel (see 3.2 and 3.3) are required to report.

1.2 Pioneer Farm

Special consideration must be given to the off-campus status of Pioneer Farm. Hazardous conditions (i.e., travel safety) at Pioneer Farm may require on-site classes, labs, or other activities to be cancelled while the main campus (within the City of Platteville) remains in full operation. The academic department and/or program heads, in consultation with the farm faculty and staff, will be responsible

for the decision to postpone and reschedule activities at the farm. If activities are postponed at the farm, the Chancellor's office will be notified via email with a copy to the Provost, Vice Chancellor for Administrative Services, and Assistant Vice Chancellor for Student Affairs.

2. Notification

2.1 Announcement

The Chancellor will promptly notify the Public Information Officer (PIO) and the chief of University Police once a decision is made to cancel classes or close the campus to the public. Once the directive from the Chancellor's office is issued, the following methods will be used to notify the campus and Platteville communities.

2.2 UW-Platteville outlets

UW-Platteville all campus e-mail
UW-Platteville Website (all www.uwplatt.edu pages)
Pioneer Text Alerts
Facebook
Twitter
Building Pas (if cancellation happens during class time)

2.3 Media Outlets

Queen B Radio (WPVL, WGL, KIYX) Platteville & Lancaster
KDTH/KATF Radio, Dubuque
WEKZ Radio (FM 93.7 & 102.1, AM 1260), Monroe
WSUP-FM, UW-Platteville
TV-5, UW-Platteville
WKOW TV 27, Madison
WMTV 15, Madison
WISC TV 3, Madison

2.4 University of Wisconsin System

Senior Vice President for Administration and Fiscal Affairs

3. University Operations

3.1 Employee Responsibilities

If classes are cancelled, or if the campus is closed to the public, employees are nonetheless expected to report for work as usual. Unclassified personnel policies govern the treatment of faculty and academic staff in the event severe weather causes the disruption or cancellation of work. The effect of closure on classified staff is governed by applicable regulations and labor agreements.

3.2 Essential Operations

Specific areas of campus operation will need to continue even in the event of class cancellation, campus closure, or other campus emergency. The areas of operation and the personnel needed to ensure continued service necessary for critical

university functions include the following areas, with "A" for all emergencies and "B" depending on the type of emergency.

3.2A All Emergencies

- Information Technology Services
- Dining Services
- Physical Plant
- Pioneer Farm
- Public Information Office
- Residence Life
- University Police sworn staff

3.2B Dependent on Emergency

- Children's Center
- Library
- Pioneer Activity Center
- Registrar's Office
- Student Health – Health Services, Athletic Training

Additional essential areas may be needed, depending on the nature of the emergency. Those additional areas may be requested by the EOC or department/program directors.

3.3 Essential Personnel

Positions and personnel required to perform the duties and operations under 3.2 shall be identified and defined by each department or program area, depending on those areas' "Continuity of Operation Plan." Additional personnel may be needed, depending on the nature of the emergency. Those additional personnel may be requested by the EOC or department/program directors.

3.4 Activity and Event Cancellation

In the event of class cancellation, campus closure, or other campus emergency, all events and activities of an academic, extra-curricular, or non-essential nature may be cancelled, postponed, and rescheduled by the sponsoring program. Sponsoring programs will e-mail the Public Information Officer and Chief of University Police to notify them of activities and events that are cancelled, postponed, rescheduled, or taking place.

3.5 Programs, Activities, and Personnel

Departments may wish to continue to hold open gym hours, recreational activities for students, residence hall meetings, senior recital practice of faculty group practice in the CFA. Departments will e-mail the Public Information Officer and Chief of University Police to notify them of such activities.

4. Travel

In the event that hazardous or unsafe travel conditions in the surrounding area or region contributes to the cancellation of classes or campus closure, all university-related travel

involving faculty, staff, or students may be cancelled, postponed, and rescheduled by the sponsoring program.