VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

GENERAL ORDER)
NUMBER 62) 4 June 2012

Emergency Closings Policy

1. **Purpose**

This policy provides guidance on the closing, delayed opening or early closing of VMI offices due to inclement weather or other emergencies. Because all VMI cadets reside on Post, VMI offices will ordinarily be open if at all possible when classes are in session. However, in the interest of safety, unusual situations may require the adjustment of work schedules.

2. **Terms and Definitions**

a. Designated (essential) employees – classified employees who work in areas that provide critical services to support cadets, to provide safety and security, and to provide facility maintenance services may be identified by their department heads as designated employees. Designated employees are expected to report to work at their regular shift start times or at such time as may be specified by the immediate supervisor or department head.
b. Early closing – VMI may announce an early closing due to weather or other emergency situation.
c. Delayed opening – VMI may announce a delayed opening due to weather or other emergency situation.
d. Closing – VMI may announce an all-day closing due to weather or other emergency situation.

3. **Closing Considerations**

VMI cadets reside on Post and VMI has employees who reside on Post. This resident population makes VMI different from most other colleges and universities that must consider commuting students when deciding whether to delay opening or close operations. Except in the case of unusual emergencies, VMI offices will be open and the normal class schedule will be in effect. The VMI Police will evaluate the road conditions at VMI and will consult with the Virginia Department of Transportation on area highway conditions. The VMI Police will report to the Deputy Superintendent for Finance, Administration and Support who will, in consultation with the Superintendent, determine whether any schedule adjustments are warranted.

4. **Announcements**

When weather conditions or other emergencies clearly present serious problems with VMI operations an announcement of a delayed opening or all-day closing for VMI administrative

offices will be on three local radio stations: WWZW or WREL (FM 96.7 and AM 1450), WMRA (FM 89.9 in Lexington or FM 90.7 in the Staunton area); and one local television station: WSLS Channel 10. In addition the announcement will be on the Human Resources Office voice mail message (464-7322). Delayed opening or closing announcements are typically on the air no later than 6:00 a.m. Communications and Marketing will post these notices on the website. Notifications will be also sent through the Rockbridge Alert system to subscribers.

5. **Designated Employees**

Regardless of delayed opening or closing announcements, employees in designated positions are expected to report to work at the beginning of their regular work shifts or at such time as may be specified by the immediate supervisor or department head unless otherwise advised by their supervisors. Designated employees who are unable to report to work must charge the absence to accrued leave balances. Supervisors may take appropriate disciplinary action against any employee in a designated position who does not report to work.

6. **Employee Safety and Late Arrivals or Early Departures**

Employees are the best judges of their personal safety. Regardless of whether VMI offices will have a delayed opening, employees should use caution and good judgment to determine their ability to commute to work. Employees in designated positions must understand that the nature of their jobs requires them to report to work. The department head of any classified employee not in a designated position may excuse a late arrival due to inclement weather of up to one hour without requiring the employee to charge the time lost to accrued leave balances. Any classified employee not in a designated position who does not report to work must charge the absence to accrued leave balances. Department heads must receive approval of the appropriate senior executive before excusing employees to depart work early due to weather or other emergencies.

FOR THE SUPERINTENDENT:

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