MEMORANDUM

To: University Employees

From: Cathy Hasenpflug, Chief Human Resources Officer

Subject: Closures or Curtailment of Operations (including Inclement Weather or Hazardous Conditions)

If it becomes necessary for the university to close or curtail operations due to inclement weather or hazardous conditions, information will be communicated using the following methods:

1. The official time of closure will be posted on the university’s OSU Campus Alert website http://alert.oregonstate.edu. Announcements of closures or curtailments will also be posted on the OSU home web page, http://oregonstate.edu, with a headline linking readers to the OSU Campus Alert home page.

2. Information will also be posted online via the FlashAlert Newswire http://www.flashalert.net/. On the map, click on the Willamette Valley, then "Public Colleges & Universities," and choose Oregon State University to see any current information or new announcements.

3. The OSU Department of Public Safety/Oregon State Police Emergency Status Information Phone provides current information about weather alerts and closures as well as campus emergencies. The recorded phone message will report the status of campus (open or closed) and information related to the emergency or closure situation. You may access this information 24 hours a day, 7 days a week, by dialing 541-737-8000.

4. The university will ask that announcements be made on the following radio and television stations and, where appropriate, their websites:

   - **Albany**
     - KRKT - 990 AM/99.9 FM

   - **Lebanon**
     - KGAL - 1580 AM

   - **Corvallis**
     - KBVR - 88.7 FM
     - KFLY - 101.5 FM
     - KLOO - 1340 AM/106.3 FM

   - **Salem**
     - KBZY - 1490 AM
     - KYKN - 1430 AM

   - **Eugene**

   - **Portland**
The university will make every effort to announce a closure or curtailment decision before the start of the workday. The information will be distributed or posted by 6:30 a.m. The official closure time will be posted to the announcement located at http://alert.oregonstate.edu/. Unless otherwise communicated, employees are to assume that the university is open and that they are to report to work. Employees designated in their position description as essential personnel are required at work at their regularly scheduled time during a closure or curtail, unless otherwise specified by their supervisor. Employees may also be designated as essential personnel by their supervisor due to an urgent or critical need.

As a reminder, only the President or his designee may close the university. On-campus departments may not cease operations and send employees home due to inclement weather or hazardous conditions unless the President has closed the university. Off-campus facilities should contact the Office of the Vice President for Finance and Administration to discuss the appropriateness of ceasing or curtailing operations at their location if they believe it is necessary.

For questions regarding time reporting for inclement weather closures, see the time reporting matrix: http://hr.oregonstate.edu/sites/hr.oregonstate.edu/files/documents/general/incl_weather_matrix.pdf

Should you have questions, please contact Employee and Labor Relations at employee.relations@oregonstate.edu.