



Policy 5: Inclement Weather

Purpose

This policy defines the process that the Associate Dean of the Graduate School in the National Capital Region/Director of the Northern Virginia Center (Associate Dean/Director) follows when the National Capital Region is affected by inclement weather, natural disasters, emergencies, and other conditions that may cause operations to be suspended or curtailed. It deals with announcements of closings and how employees are to charge the inclement weather time. This policy complements the Inclement Weather Policy for the National Capital Region, which is posted on ncr.vt.edu.

This policy is formulated under the authority delegated to Virginia Polytechnic Institute and State University and will be applied independent of decisions by other state agencies.

Defined Terms

Delayed Opening: a decision to open the Northern Virginia Center later than its official time on mornings when inclement weather, combined with rush hour traffic, could make it potentially dangerous to come to work earlier. For purposes of tracking authorized closing leave and time worked, the Northern Virginia Center is closed beginning at 12:01 a.m. of that day until the stated opening time.

When possible, announcements of delayed openings should state the exact time that the Northern Virginia Center will open. If a radio or television inclement weather system notes a delayed opening, the time of the delayed opening will be based on the Northern Virginia Center opening at 9:00 a.m.

Early Closing: a decision to close the Northern Virginia Center earlier than its official time when inclement weather could make it potentially hazardous to drive home. For purposes of tracking authorized closing leave and time worked, the Northern Virginia center is closed from the stated time of the day until midnight of that same day.

Liberal Leave: when liberal leave conditions are in effect, employees may use leave time on an emergency basis, *without the usual advance request/permission*, when they determine that road or weather conditions may jeopardize their safety.

Authority to Close the Northern Virginia Center

The Associate Dean/Director holds the authority to close or alter the Northern Virginia Center's hours. In the event that the Virginia Tech Associate Dean/Director is not available, either in person or by telephone, the following Northern Virginia Center positions will fill that role, in the following order:

- Assistant Director of the Northern Virginia Center, Mr. Phil Skomra
- Facilities Manager, Ms. Barbara Barrell
- Business Manager, Ms. Aprile Belk

Process

When the university is affected by inclement weather, a natural disaster, or other emergency, classes may be cancelled or operations of the Northern Virginia Center officially suspended. Such authorized closing may be for an entire or partial day. Non-emergency personnel are not required to work during an authorized closing.

Decisions to close the Northern Virginia Center or to cancel classes will be made no later than 6:00 a.m. and 2:00 p.m. by the Associate Dean/Director, based on the following information:

- The time of day; the amount, rate, and type of precipitation; and the best weather forecast information available at the time of the decision
- The condition of major roadways in the region
- The condition of primary roads around the Northern Virginia Center
- The operating status of the Metro and bus systems
- The operational status of George Mason University, Northern Virginia Community College, and the federal and county governments

Faculty members who cancel classes when the Northern Virginia Center is open must notify their students and Facilities. The Facilities staff will post a sign on the classroom door if they are cc'd at facilities@vt.edu when the email goes out to the student list.

Communication Plan

When the Associate Dean/Director or designee closes the Northern Virginia Center, delays opening, allows liberal leave, or cancels classes, the information is distributed in the following ways:

- The Associate Dean/Director will send an email to
 - the Office of University Relations
 - the Graduate School
 - the Vice President and Executive Director of the National Capital Region, copying the Deputy Director
- The Associate Dean/Director will notify
 - his assistant
 - the Assistant Director of the Northern Virginia Center
 - the Director of Graduate Student Services
 - the Facilities Manager
- The Facilities Manager will notify
 - the Northern Virginia Center Building Engineer
 - the Northern Virginia Center Business Manager
 - Video Broadcast Systems
- The Assistant Director of the Northern Virginia Center will
 - send an email to
 - the Virginia Tech National Capital Region Listserv
 - the Northern Virginia Center listserv
 - the Graduate Assistant Listserv
 - post information on
 - www.nvc.vt.edu
 - update the recording on the Northern Virginia Center Weather Information Line (703/538.8325)

- The Graduate Student Services Office will send an email to all students
- The Associate Dean/Director's Assistant will notify the media from the annually updated contact list.

May, 2012