Emergency School Closing

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<tr>
<th>Section: Operating/Administrative</th>
<th>Policy Number: 1028</th>
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<tr>
<td>Responsible Offices: Media Relations and Marketing &amp; Communications</td>
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**Policy**

In the event it becomes necessary to close the University because of an emergency or extraordinary event, such as severe winter weather, notice of such a closing or a delayed opening will be available to the University community through several sources:

- A toll-free number, 1-888-STJ-2499, will carry detailed information. Please do not call the Office of Public Safety on any of the St. John’s campuses, as these calls tie up the lines for safety emergencies.
- The St. John’s website (www.stjohns.edu/) will carry the same information as that provided by the toll-free number.
- Area television and radio stations will include St. John’s University in their listing of school closings and delayed openings. These include WINS 1010 AM and WCBS 880 AM as well as numerous local television affiliates, all of which make recurring announcements throughout the day, usually beginning around 5 a.m.
- Text and voice messaging may be employed in case of an emergency on or around one or more St. John’s campuses.
- Should the decision to close the University occur during the work/school day, other means of communication may also be used. These include the Audix phone system, email and the campus digital signage.

**Compensation for Administrators and Staff:** Employees who were scheduled to work receive their regular compensation for time lost due to an emergency school closing or a delayed opening/early dismissal. Part-time and temporary employees are also compensated if they were scheduled to work on the day of the closing. Employees who had scheduled time off from work on the day of the school closing would not be affected by the closing and, therefore, their time would remain charged as paid time off or leave, as appropriate.

**Compensation for Student Workers:** Because the Federal Work Study Program requires that students actually perform work in order to earn wages, the University cannot compensate student employees for time lost due to an emergency school closing, delayed opening or early dismissal. Supervisors of student workers are encouraged to provide their students with the opportunity to make up missed hours of work. This compensation policy applies to both regular student workers and those performing work under a work-study grant.

When an early dismissal is announced, employees who can leave early may do so. No compensatory time is granted to those who remain at work. Similarly, no compensatory
time is granted in the case of a delayed opening when an employee reports to work earlier than the delayed opening time.

**Essential Personnel.** When University offices are closed or a delayed opening or early dismissal is announced due to an emergency such as severe weather, certain essential employees are requested to report as usual. These include, but may not be limited to, Public Safety officers, animal facility caretakers, administrative employees in Facilities Services, and other positions as determined by department supervisors.