

To: President, Provost, Interim Executive Vice President for Business and Finance and Treasurer, Vice Provosts, Vice Presidents, Deans, Directors, and Heads of Schools, Divisions, Departments, and Offices

From: Robert E. McMains, Vice President for Physical Facilities

Date: November 19, 2008

Re: Snow Recess, Snow Emergency, and Severe Weather Emergency Procedures and Announcements

Should adverse weather conditions necessitate that a Snow Recess, Snow Emergency, or Severe Weather Emergency be declared for the West Lafayette Campus, special policies and procedures pertaining to operations, parking, pay, and/or attendance will become effective.

If a Snow Recess, Snow Emergency, or Severe Weather Emergency is declared, pertinent information will be sent to the Purdue e-mail accounts of faculty, staff and students and will also be posted on the University's home page and to the "Purdue Emergency Notification" Facebook group. In addition, all local media will be informed.

The following information pertaining to Snow Recess, Snow Emergency, and Severe Weather Emergency procedures and announcements has been excerpted from Executive Memorandum No. C-35, "Policy Relating to Adverse Weather Conditions – West Lafayette Campus" (dated December 12, 1994) and the "Safety and Security" section of the 2008-2009 Purdue University Faculty and Staff Handbook for the review and use of the Purdue community.

Snow Recess

During periods of heavy snowfall, all staff and students are encouraged to utilize the various parking garages and CityBus to facilitate the clearing of snow from surface lots.

When the snow accumulation progresses to the point that most roads and streets are virtually impassable, it may be necessary to suspend classes and/or routine operations of the University. This will constitute a Snow Recess.

The President of the University, or in her absence, the Interim Executive Vice President for Business and Finance and Treasurer and the Provost jointly, will make a decision to declare a Snow Recess.

When a Snow Recess is declared, classes will be suspended and most staff will be requested to leave the campus and/or not report for work until further notice. Some personnel (Essential Personnel) will be required to stay on campus for all or part of the duration of the Snow Recess in order to ensure the continuing operation of the University at the minimum necessary level. Information on specific pay practices for a Snow Recess will be distributed to departments by the Department of Human Resource Services.

Essential Personnel would include, but is not limited to, key personnel in the residence halls, Student Health Center, Food Stores, Physical Facilities, and Purdue Memorial Union. Each department head will designate Essential Personnel in his/her department.

Emergency housing and meals will be provided at University expense to those who are required to remain on campus. Each department will be responsible for reimbursing the Purdue Memorial Union or other facilities providing housing and/or meals.

Snow Emergency

After an unusually heavy snowfall, severe drifting, or when either of the foregoing is certain and imminent, the Vice President for Physical Facilities may declare a Snow Emergency. If an employee is absent from work, arrives late, or leaves early during a Snow Emergency, the employee must request authorization for the absence under a University paid leave of absence policy, unpaid leave policy, or the personal holiday policy.

Severe Weather Emergency

When existing or predicted low temperatures and wind conditions are such as to pose a severe health threat to students walking to and from class, a Severe Weather Emergency may be declared by the President of the University or, in her absence, jointly by the Interim Executive Vice President for Business and Finance and Treasurer and the Provost.

When a Severe Weather Emergency has been declared, classes will be suspended. However, because most employees have short walks from the parking lots or garages to their buildings, all University employees who can do so safely should report to work. Those who do not report to work when scheduled must request authorization for the absence under a University paid leave of absence policy, unpaid leave policy, or the personal holiday policy.