CONCORD
BOARD OF GOVERNORS

EMERGENCY CONDITIONS POLICY
CU-HR-85

SECTION 1. GENERAL

1. **Purpose:** It is the intent of Concord University to operate in accordance with its approved calendar and to maintain continuity of operations until or unless the President authorizes a delay, early dismissal, remote opportunities, and/or closure when adverse weather and/or other emergency-related events (hereinafter, "Emergency Condition(s)") are anticipated, predicted, or occur that present a serious threat to the University's safe operation and/or the well-being and safety of its students, employees, visitors, and campus community. As a residential campus, Concord University maintains essential operations year-round and does not fully close, even during periods of adverse weather or other emergency conditions. Certain critical services must continue to support the safety, welfare, and basic needs of students and the campus community. Accordingly, the University is committed to sustaining essential functions and maintaining operational continuity to the greatest extent practicable under the circumstances. This policy establishes the framework for managing University operations during emergency conditions.

2. **Policy:** It is the policy of the university to adopt a Conditional approach to emergency preparedness including maintaining plans for addressing adverse weather and other emergency-related conditions that tend to disrupt normal operations.

3. **Scope:** This Policy applies to all full-time, part-time, and temporary employees of the University, including classified, non-classified, and faculty. The compensation and leave provisions herein only apply to faculty to the extent permitted by their appointment. The compensation provisions of this policy do not apply to temporary, casual, and seasonal employees, graduate assistants, and student workers.

4. **Authority:** W. Va. Code § 18B-1-6; HEPC Procedural Rule Series 38: Employee Leave (§ 133-38-1 et seq.)

5. **Effective Date:**

SECTION 2. DEFINITIONS

1. **Adverse Weather:** defined as significant accumulation of snow and/or ice, sometimes in conjunction with extreme low temperatures, high winds, tornados, earthquakes, flooding, and other weather-related conditions/natural disastrous events that can cause a variety of

safety risks to employees, students, visitors, or the public and impede the ability of individuals to travel to and/or from the campus. Such conditions/events can also result in significant logistical challenges, including loss of utilities, technology, and other critical infrastructure that may impede the effective and efficient functioning of the institution or one or more of its operating units.

2. **Alternative Work Arrangement:** defined as an arrangement allowing employees - - who are unable to perform their typical job duties remotely during Conditions 1 or 2 - - to engage in alternative work options (i.e., alternative professional development or flexible work hours). These alternative arrangements will be determined and approved by the Office of Human Resources in conjunction with employee supervisors.

3. **Alternative Work Location** is defined as an acceptable site for performing job duties and responsibilities outside the traditional on-campus office. This can include the employee's residence/dwelling so long as there are adequate means to perform the job (i.e., power source, stable and secure internet access, electronic device access such as laptop, tablet, desktop, ability to make and take calls, ability to attend virtual meetings, private location to perform work that involves confidential information, etc.).

3. **Emergency Closure (a/k/a Emergency Situation):** If an emergency exists, the President, in conjunction with local or state public safety officials, has the authority to comply with the emergency situation and close the institution. The President, working with public safety officials, will determine when the emergency condition no longer exists. Should an employee be required to work during a declared Emergency that requires the University to delay opening, close early, or close entirely, the time worked shall be compensated according to Section 7 below.

4. **Other Emergency-related Event(s)** is defined as a threat (other than adverse weather) to Concord University that is relatively unexpected, abrupt and/or requires a collective, sometimes immediate, reaction as the negative impacts worsen and, if not addressed, could risk the health and safety of the campus community and/or jeopardize the university's ability to carry out its mission or conduct business.

5. **Remote Work** is defined as an arrangement allowing employees to perform their job duties from an alternative work location other than their on-campus work location or office. The job position and alternative work location must be conducive for remote work, otherwise an alternative work arrangement may be made or leave may be charged if the employee chooses not to work. Remote work arrangements are permissible depending upon the nature of the employee's job and with prior written approval by the Office of Human Resources.

SECTION 3. CONDITIONAL RESPONSE CATEGORIES

1. **Condition 1: Reduced Operations**

a. Emergency Conditions that are negatively impacting or have significant potential to negatively impact local area commuting to or from campus, important campus services, or the efficient functioning of campus buildings and grounds for a minimal or approximated time period requiring temporary Emergency Closure (i.e., delayed openings and/or early dismissals).

b. Employees are generally expected to report to work per the delayed schedule (also known as the Inclement Weather Schedule for classes), unless designated otherwise, or leave campus by a certain time. During declared Emergency Conditions, employees should take reasonable precautions for their personal safety when traveling to and from campus.

c. Classes are generally in session, the University is open, but some operations may be temporarily reduced.

d. Classes in Session:

    i. All classes will operate on the Inclement Weather Schedule if announced before 7:00 am unless announced differently by the Professor.

    ii. Evening classes may (i) remain on normal schedule, (ii) be moved to online/remote learning, or (iii) be cancelled, according to the timely Professor notification.

2. **Condition 2: Suspended Operations**

a. Emergency Conditions that pose safety risks or logistical challenges that are more severe, and where there is a substantial interest to having a limited number of individuals travel to and/or from, or remain at, the University, unless designated to do so. The Athens campus is closed, apart from mandatory operations, and overall campus operations are transitioned to remote arrangements, where applicable.

b. Employees are expected to work remotely, if eligible. If Remote Eligible Employees are unable to work remotely, they must either take the appropriate leave or coordinate an alternative work arrangement with their supervisor.

c. Classes are transitioned to remote learning/online. No students or faculty are expected to be on campus/in classrooms/in labs. Faculty should make every effort to notify class participants in advance regarding learning expectations for the day. All off-campus clinical assignments will continue as normally scheduled unless announced differently by the Professor. See the Faculty Handbook for additional guidance regarding remote learning expectations.

d. Designated Employees must remain at or report to work per supervisor request.

e. Ineligible employees may take the appropriate leave or organize an alternative work arrangement with supervisor's prior approval.

3. **Condition 3: Emergency Closure**

   a. Emergency Conditions that pose the most severe risk to health and safety and/or presents the most difficult logistical challenges that will severely impede the efficient and effective functioning of the University.

   b. Classes are canceled and the University is closed. Certain buildings may be open on a limited basis. This can apply to the entirety of the university or one or more specific buildings based on the type of incident involved.

   c. Designated Employees must report to or remain on campus as instructed. All other employees are not required to work

4. The university will operate normally unless the President, by means of designee, publicly announces that the University will operate under one of the above-referenced Conditions. In the absence of any formal announcement, the University is considered open and operating on normal schedule.

5. All asynchronous online classes will continue as usual and are not impacted by campus operation decisions for Conditions 1, 2 and 3 unless directly told otherwise by the Professor.

SECTION 4. REMOTE WORK

1. If Conditions 1 or 2 are enacted by the President, employees may be permitted or required to work remotely based on their employee designation, the nature of their position, operational needs and direction from their supervisor.

2. Employees approved to work remotely are expected to maintain their regular work schedule, remain accessible during normal business hours, and perform their assigned duties as if working onsite, unless alternative arrangements are approved by their supervisor.

3. Any deviations from the employee's established work schedule while working remotely must be communicated to and approved by the immediate supervisor. If employees are unable to work from home due to equipment issues, power or internet outages, they must make alternative work arrangements with their supervisors or utilize appropriate leave options.

SECTION 5. DECISION-MAKING AUTHORITY

1. The President has authority to enact Conditions 1, 2 or 3 in compliance with the provisions of this policy and the West Virginia Higher Education Policy Commission's Series 38: Employee Leave (133 C.S.R. 38).

2. Condition 3: Emergency Situation (Closure)

    a. In the event that an emergency exists at the Institution, the President, in conjunction with local or state public safety officials, has the authority to comply with the emergency situation and close the institution. Such a declaration will be transmitted to the Chancellor of the West Virginia Higher Education Policy Commission.

    b. The President, in conjunction with public safety officials, will determine when the emergency situation no longer exists.

3. The President, or designee, shall be responsible for the development of the procedures utilized to assist with the decision-making process to determine the campus operational Condition during emergency conditions.

SECTION 6. EMPLOYEE DESIGNATIONS

1. Employee Designations will be recommended by the employee's supervisor and approved by the appropriate Cabinet Officer in consultation with the Office of Human Resources. Designations will be attached to the positions and will be communicated to affected employees in writing. The President or designee may temporarily designate additional employees when necessary to respond to a specific event/condition.

2. When the University operates under Condition 1, 2, or 3, Employees shall be designated as follows:

    a. **Designated Employee**: The employee's physical presence at the workplace is mandatory for the operation of the institution and the employee is required to report to (or remain at) work, unless directed otherwise by their supervisor.

    b. **Remote Work Eligible Employee**: The employee is able and required to work remotely unless directed or arranged otherwise by their supervisor.

    c. **Ineligible Employees**: An employee with no mandatory designation and / or an employee unable to work remotely due to the nature of the position.

3. Notification of Designated Employees:

    a. Designated Employees will be assigned as such, on a standing basis, for emergency conditions and will be issued advance written notice by the Office of Human Resources.

    b. Employees must make necessary arrangements to report to work as safely as possible in the event of an emergency.

SECTION 7. COMPENSATION & TIME-REPORTING

1. Full-time & part-time employees are eligible for regular pay for work time lost because of a declared emergency. Work time lost will be considered regular work time for pay purposes and will not require time charged to accrued leave nor will there be a requirement to make up the hours.

2. Instead of receiving pay for work time lost, all temporary, casual, and seasonal employees and graduate assistants will be permitted to flex their time pursuant to supervisor approval in consultation with the Office of Human Resources.

3. When operational needs require a non-exempt, Designated Employee to report to work during a declared emergency, in addition to regular pay, the employee will receive compensation in either Compensatory Time Off, if an Agreement is on file, or pay at the rate of time and one-half for the actual hours worked during the declared emergency period.

4. Exempt, Designated Employees that report to work during a declared emergency period receive substitute time off on an hour-for-hour basis up to 7.5 hours per day.

5. Other Pay Rules during Emergency Conditions

    a. Absences from work due to weather conditions must be charged against accumulated annual leave, accumulated compensatory time or substitute time, or leave without pay unless an alternative arrangement is approved by the supervisor. Sick leave may not be charged for absences strictly due to weather.

    b. Time lost from work may be made up in the same pay period (if possible) at the discretion of the employee's supervisor.

SECTION 8. SCHEDULED EVENTS

1. Under Condition 1, scheduled campus events will continue as planned unless the emergency conditions prevent the ability to do so.

2. Under Condition 2, scheduled campus events will be held only by explicit exception granted by the President. Athletic event decisions will be made in conjunction with the President and the Athletic Director.

3. Under Condition 3, scheduled campus events will be canceled.

4. Decisions to hold other university sponsored events that would require security, snow removal, or other university services shall be made on a case-by-case basis and in consultation with the President and Cabinet-level official over such department/office. Event holders should always have a standard operating plan for alternative arrangements

given an adverse weather or other emergency-related situation which causes cancellation or delay.

SECTION 9. COMMUNICATIONS

1. Once the President makes a Conditional determination regarding campus operations, university-wide communications will be delivered using email and/or the Emergency Alert System (Omnilert) along with a banner message on the University homepage. The University will also provide its best efforts to update social media accounts when warranted and contact local news and/or radio stations.

2. The President or designee(s) shall be responsible for developing and maintaining procedures for notifying employees when changes in university operational status are in effect. There shall also be a communication plan for how students, employees, and the general public are notified of changes in university operational status due to emergency conditions.

SECTION 10. AMENDMENTS

This Policy may be amended to change or update any and all West Virginia Code citations, names, titles, links to information, grammar, and spelling without going through the rulemaking process.

Federal and State laws, rules and regulations change. The Board may modify any portion of this policy to conform with the University's practices with such changes. Subject to the University's rulemaking policy, the University will change this policy to conform to the most current laws, rules, and regulations within a reasonable time of discovering the change.

APPROVAL

Intent to Plan Approved by Board of Governors: April 14, 2026
Policy Approved by the Board of Governors: October 26, 2026
Effective Date: October 26, 2026