



**WILLIAM
PATERSON
UNIVERSITY**

OFFICE OF HUMAN RESOURCES • COLLEGE HALL
P.O. BOX 913 • WAYNE, NEW JERSEY 07474-0913
EMPLOYMENT 973.720.2605 • PROFESSIONAL DEVELOPMENT 973.720.2887
EMPLOYEE RELATIONS 973.720.3594 • FAX 973.720.2090 • WWW.WPUNJ.EDU

TO: The University Community

FROM: The Office of Human Resources

RE: UNIVERSITY CLOSINGS DUE TO INCLEMENT WEATHER OR OTHER EMERGENCY

The following information is provided to remind all University employees of our communication processes and to clarify individual responsibilities when snow or other similar weather related emergencies occur.

In cases of severe weather or whenever an emergency condition exists, the President or her designee will make the determination to cancel classes, close the University, delay opening, authorize early release of employees, or provide other direction. We anticipate that an announcement to close or delay the opening of the University due to adverse weather conditions will be made by 6 a.m. when circumstances permit. In other events, it will be made as soon as possible.

On those occasions when such a University closing has been authorized, essential employees are required to report for work. Members of the University Community designated as essential employees should refer to the specific instructions they received regarding individual responsibilities and the University's expectations.

The President or her designee also may cancel classes due to a weather emergency. Announcements regarding cancellation of classes affect students and faculty only.

Members of the University community who sign up for the Emergency Notification Service, Connect-Ed, will receive notices regarding the cancellation of classes, University closing or delayed opening. Notice will be sent to phone numbers and e-mail addresses which are registered in that system. Employees who have not done so already are encouraged to sign up via WP Connect, the University's portal, by following the instructions provided in the WPUNJ Quick Links, Emergency Notification Setup.

Employees who have not registered for the Emergency Notification Service should call 973-720-2475 for a recorded message regarding University operations. In addition, the University homepage will provide notice regarding the status of operations.

The following radio stations may provide announcements regarding the status of University operations as well:

Radio Stations: WOR 710AM; WINS 1010AM; WNNJ 103.7FM; WSUS 102.3FM

TV Stations: WCBS 2; WNBC 4; NJ NEWS 12 FiOS1

NJ News 12 and FiOS1 List school closings on a running trailer at the bottom of the television screen. Announcements are also provided by WCBS2 and WNBC4 television stations.

If University offices are open, it is each employee's responsibility to report for work. Employees who are going to be late or absent due to local conditions must contact their supervisors. In cases of delayed opening or early closing, employees who are not at work must charge the whole day. If an employee cannot report to work because of the inclement weather and the University is open, he/she must charge available leave balances, either vacation, ADL or compensatory time if applicable for the entire day.

As we approach the winter months, please refer to the University Police web site and access the Faculty and Staff Emergency Guide for a number of helpful hints for dealing with varying severe weather conditions.