

## MEMORANDUM

From: Allison Boucher-Jarvis, Vice President for Human Resources  
Kirsten Loewrigkeit, Vice President for Finance & Administration/CFO

To: William Paterson University Faculty and Staff

Date: November 7, 2024

Re: Inclement Weather Communications and Procedures

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With winter weather now upon us, we want to remind the campus community about our business and communication procedures in the event of inclement weather 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, a prompt decision will be made to cancel classes, close the University, delay opening, convert to a remote schedule, authorize the early release of employees, or provide other direction.

We will notify the campus community of any delayed opening or closure with as much advance notice as possible. Announcements will be sent through the University's Rave Mobile Safety system, which allows the University to push WP Urgent messages to you via text, voice, email, Facebook, and X (formerly known as Twitter) regarding a weather emergency. Messages will also be posted to the University's home page.

Updates will be sent and posted as necessary based on the duration of the weather event. Please do not call or email the President's Office or the University Police emergency number for information regarding the weather. If you do not receive an announcement, it means the University is proceeding with normal operations.

When a university-wide closing or delay has been authorized, essential employees are required to report for work as scheduled. Members of the University community designated as essential employees should refer to the specific instructions they have received regarding individual responsibilities and the University's expectations.

There are times when the University may switch to remote office operations due to weather conditions. We strongly recommend that employees bring laptops and related work home during the winter months or in advance of a pending weather event, so they are prepared to work remotely.

We make decisions regarding university-wide closings due to weather very carefully and based on many factors. If University offices are open, it is each employee's responsibility to work as scheduled, whether remotely or in person. In both instances, employees who are going to be late or absent due to local conditions must contact their supervisors and charge the time appropriately.

In cases of delayed opening or early closing, employees who already have a scheduled day off must still charge the whole day. If an employee cannot report to work because of the inclement weather and the University is open, they must charge their available leave balances, either vacation, administrative leave, or compensatory time, if applicable, for the entire day. Additionally, employees who have scheduled approved time off must charge that time as scheduled if the University announces a closure on the date of their scheduled time off.

We strongly encourage all members of the University community to make sure you have entered all your contact information in our Rave Mobile Safety system. In addition to your University email, which has been entered in the system, notice of a closing or delayed opening will be sent to the phone numbers and alternate emails registered in Rave. If you have not added this information, please access [WPCConnect](#) and click on Emergency Notification Setup to log in. In addition, please download the [Rave Guardian Mobile App](#) to your phone; you can download the app through the Apple and Google stores.

For additional information and helpful tips for dealing with severe weather conditions, please see the [Public Safety Guide for Weather and Weather-Related Events](#) provided by University Police and available on their website.