

Jan. 19, 2018

Good Afternoon-

We ended the fall semester with unusually mild weather, but I expect at some point this semester we will experience a winter storm that could affect University operations.

As a reminder, decisions about closures and late opening are based primarily upon conditions in the immediate vicinity of campus and our obligation to students who live on campus. Our facilities staff arrives early in the morning to clear snow and de-ice with the intention of being open whenever possible.

If a late start or closure is warranted, a decision will be communicated by 6:30 a.m. Notifications of closures are sent to campus phones and computers through voice, email and text messages and to subscribed cellphones through text messages (SMS) from UNC's Emergency Alert System (subscription details at <http://www.unco.edu/alerts>). There will also be information located on UNC's emergency website <http://emergency.unco.edu/>.

When **Classes are Canceled and Administrative Offices are Closed**, the residence halls will operate normally scheduled hours, while the dining halls, Recreation Center, University Center, and Michener Library will open with modified hours. Those hours will be posted on UNC's emergency website. The website will also include information about special events and programming such as music and theater performances and athletic events. Athletic practices and workouts will be at the discretion of the Director of Athletics.

When the **University is Closed**, academic and administrative buildings, Recreation Center, University Center, and Michener Library will be closed and secured. The residence halls will operate normally scheduled hours. Dining halls will be open but may have shortened hours, which will be posted on UNC's emergency website. Again, the website will also include information about special events and programming such as music and theater performances and athletic events.

Clearing snow, maintaining campus security, continuing housing and dining operations, and providing services and activities when classes are canceled or the university is closed, necessitates that certain employees report to work. These employees are designated by the university as *essential personnel*. It is the supervisor's responsibility to communicate this requirement to employees. Human Resources has more information on the classification of essential personnel.

When the University remains open during inclement weather, we recognize that some students, faculty, and staff have longer commutes from areas where weather conditions may differ. We encourage individuals to use discretion in making decisions about traveling to campus. If the University is open and an employee is delayed or unable to travel to campus due to weather conditions, they should discuss appropriate arrangements with their supervisor; this may include working from home, taking vacation leave, or making up the time missed.

Best regards,

Michelle Quinn  
Sr. Vice President for Finance/CFO