

<p style="text-align: center;"><b>Procedure No. P-02</b></p>	<p style="text-align: center;"><b>SUNY College at Old Westbury</b></p>  <p style="text-align: center;"><b>Inclement Weather</b></p>	<p style="text-align: center;"><b>Page 1 of 1</b></p>
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During conditions of a weather emergency the College will make every effort to continue administrative operations. However, certain conditions (hazardous roads, inability to keep parking lots clear) may force a cancellation of classes.

Should inclement weather conditions force a cancellation of classes, the following media outlets will be contacted with such an announcement:

- • WALK, 97.5 fm
- • WBLI, 106.1 fm
- • WCBS, 880 am
- • WHLI, 1100 am
- • WINS, 1010 am
- • WKJY, 98.3 fm
- • WMJC, 94.3 fm
- • News 12 Long Island
- • WNBC-TV, Channel 4

Other sources of information concerning class cancellation include:

Old Westbury Events Hotline  
(516) 876-3030

University Police  
(516) 876-3333

Old Westbury Website  
www.oldwestbury.edu

A significant change in this policy of which all on campus must be aware relates to the SUNY NY-Alert system. In accordance with recent instructions from the State University of New York, SUNY NY-Alert can now only be activated in the event of an extreme, unanticipated weather emergency (tornado, flood, etc.). **Beginning in winter 2008-09, common snowfall cancellations will no longer be transmitted via the SUNY NY-Alert system.**

While classes may be cancelled, employees are expected to report to work. Only the Governor of the State of New York is empowered to completely close a SUNY campus. However, if an employee feels that hazardous roads or other conditions make it inadvisable to attempt to get to campus, he or she may decide to stay at home and charge the time to his or her annual or personal accruals. Employees exercising this option must notify their immediate supervisors.

Similarly, an employee who reports to work but feels the worsening weather conditions may threaten his or her ability to get home safely, may request permission from his or her supervisor to leave the campus early and charge such missed time to his or her annual or personal accruals.

Certain "essential" employees must make every effort to get to the campus. Essential employees include those in maintenance, the heat plant, health services, food services, and the University Police Department.

If there are any questions regarding this policy, please call the Office of Human Resources at ext. 3179.

<p><b>Issued By:</b> Dr. Calvin O. Butts, III President, SUNY College at Old Westbury</p>		<p><b>Effective Date:</b> January 2, 2009</p>
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