Snow Policy

The purpose of this policy is to define whether or not Library employees should expect to travel to work or to remain at work if snow conditions for travel are deemed extreme or dangerous. At all other times, employees are expected to adhere to their regular work schedule.

<table>
<thead>
<tr>
<th>Conditions</th>
<th>Actions</th>
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</thead>
<tbody>
<tr>
<td>Snow Event; University closed due to inclement weather</td>
<td>Hesburgh Libraries are closed</td>
</tr>
<tr>
<td>Snow Event; University open</td>
<td>Supervisors and individual staff may adjust individual schedules to allow safe travel.</td>
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</tbody>
</table>

If the University is closed, Public Relations will convey this news via voice mail and by a variety of other methods including www.nd.edu, radio, and TV. Employees should monitor news services before leaving for work.

**SNOW POLICY DEFINITIONS**

Adjust Individual Schedules: Options include using vacation time, personal days, time without pay, or a schedule adjustment for that day or pay period. We encourage employees to discuss their arrangements with their supervisor ahead of time.

Snow Event: As defined by the University Administration and in accordance with local government regulations regarding travel. More details are available from the Human Resources Department.

**INFORMATION AND PROCEDURES**

**Before November 1, Supervisors/Department Heads should:**
- Recruit student volunteers to open or close branch libraries in case of delayed opening. Supervisors should create and post the names and phone numbers of these specific students by November 1 of each year. Supervisors and department heads should also have contact information for these students at home.
- Remind staff to monitor the media or www.nd.edu when the weather begins to change.

**During snow event, Supervisors/Department Heads should:**
Remind individual staff that they are responsible for checking the media or www.nd.edu prior to coming to work in order to determine if the University is closed due to inclement weather. If the University is CLOSED, they should not come to work.