

MEMORANDUM

TO: College of Medicine Faculty, Staff and Students

FROM: William S. Ball, MD
Interim Vice President for Health Affairs and Dean, College of Medicine

DATE: January 5, 2015

RE: Snow Emergency Policy

With expected snow tonight I thought it important to again distribute an overview of the University of Cincinnati's snow emergency policy as it pertains to the College of Medicine, which includes all college administrative offices, the Reading Campus, Hoxworth Blood Center and the University Health Services Clinic in the Holmes Building.

The following also has been expanded to clarify how University closings affect specific College of Medicine student groups.

- The University of Cincinnati is always officially open. During periods of severe inclement weather, public emergency or other crisis, the president or a designated executive officer may announce through the University of Cincinnati electronic mail system and through the local news media that some or all of the university's offices and facilities are closed for part or all of a workday. Information also can be obtained from:
 - UC's voice-activated building alarm system, if announced during the day;
 - UC's homepage www.uc.edu;
 - voicemail message on UC's main telephone number, 513-556-6000, and on UC's campus-status telephone number, 513-556-3333;
 - text message (faculty and staff can sign up for emergency text messaging at <https://ucdirectory.uc.edu/EmergencyTextMessaging.asp>); and
 - a text message, tweet, or email sent to everyone who signs up for UC's Campus Safety Network through Nixle service. Find a link to Nixle here: <http://www.uc.edu/publicsafety/records-reports/advisories.html>.
- All employees in the College of Medicine are considered "essential employees" and are expected to report to work or remain at work as scheduled during emergency closings.
- Any employee who is required to work but unable to do so as scheduled, for whatever reason, must contact their administrative manager at least one hour in advance of the employee's starting time to report their absence.
- Essential hourly employees who do not report to work must use vacation, compensatory time or time off without pay.
- Essential employees who live in counties where the sheriff has declared a "Level 3" snow emergency and cannot travel to work will be excused and receive pay at their regular straight time rate.
- Anyone with further questions should speak with their departmental or unit manager.
- College of Medicine Students:
 - **Undergraduate Students** – follow all University snow policies and procedures. All classes and exams are canceled when the university has closed. On days

when the University delays opening, classes and exams will resume at the hour that the University reopens if this is at or before 3 p.m.

- **First- and Second-Year Medical Students** – classes continue at their usual time when the University has closed. The only time classes for first- and second-year medical students are canceled is when Hamilton County has declared a Level 3 snow emergency (all municipal, township, county and state roadways are closed to non-emergency personnel).
- **Third- and Fourth-Year Medical Students** – are required to fulfill all clinical and didactic activities when the university is closed or there is a delayed opening.
- **Graduate Students** – follow all University snow policies and procedures. All classes and exams are canceled when the university has closed. On days when the University delays opening, classes and exams will resume at the hour that the University reopens if this is at or before 3 pm.

Students should consult their student handbook for additional information.

The full policy can be found online at http://www.uc.edu/content/dam/uc/trustees/docs/rules_30/30-16-01.pdf.