

TO: Faculty, Staff and Administrators

FROM: Jim Fonseca, Dean

DATE: December 16, 2010

SUBJECT: Winter Weather 2010-2011

As winter approaches, please keep in mind that the campus generally DOES NOT CLOSE. Rather, we occasionally suspend classes or delay our opening time. If classes are suspended, faculty should make up the lost time by assigning additional work or making the time up in some other way. Staff and administrators should report to work at the usual time or as soon as possible.

Employees are expected to report to work, or call in, if inclement weather prevents travel when the university is not closed. A weather condition that prevents an employee from reporting to work may not be used for an excused absence if the University continues to operate. Employees will be expected to use personal leave or vacation time for those occasions when they must miss scheduled work.

When classes are delayed until a certain time this means that students and faculty should report to the scheduled class that would otherwise be in session at that time. For instance, if classes are delayed until 11:00 a.m. then students and faculty, who normally have a 10:10 a.m. class that ends at noon, should start their class at 11:00 a.m. and finish at noon. Classes that were scheduled prior to 10:10 a.m. would not meet.

WHIZ TV and the following radio stations will be informed of our decision: WHIZ- AM 1240, WHIZ-FM 92.7, and Highway 102.5, WNCO- FM 101.3, WNCO-AM 1340, WYBZ-FM 107.3, WILE-FM 97.7, WILE-AM 1270, WCMJ-FM 96FM, WTNS-FM 99.3, WTNS-AM 1560, WQIO- FM 93.7, WMVO-AM 1300, WWJM-FM106.3, WCLT-FM 100.3, WNKO-FM 101.7, WHTH-AM 790, WJAW-FM 100.9, WJAW-AM 630 and The PROMISE 89.3. Often the media will mix up the message and say we are “closed” when actually classes have been delayed but the campus is open. We will try to get the correct information on voice mail at the switchboard and on the OUZ web homepage as soon as possible. Assume we are open on time unless the switchboard or OUZ webpage confirms that we are delayed.

Please call the switchboard (453-0762) or check the OUZ web homepage to get the message about delays or closings. Don't rely on the media. In case of a delay the Main Office will contact Athens faculty, or in some cases, local faculty, who may be traveling from a great distance. Travel safely!

I strongly encourage faculty to include the above information on your winter course syllabus so students understand these procedures. Attached is a blurb about winter weather adapted to students that I urge you to include in your winter syllabus.