MEMORANDUM

To: University Employees

From: Cathy Hasenpflug, Chief Human Resources Officer

Subject: Closures or Curtailment of Operations (including Inclement Weather or Hazardous Conditions)

If it becomes necessary for the university to close OSU campuses and facilities or curtail operations due to inclement weather or hazardous conditions, information regarding changes in university operations will be communicated using the following methods:

1. The official time of a Corvallis campus closure will be posted on the university’s OSU Campus Alert website. Announcements of closures or curtailments also will be posted on the OSU home page, with a headline linking readers to the OSU Campus Alert home page.

   Information about an OSU-Cascades closure or curtailment will be noted in an alert bar on the OSU-Cascades home page and Emergency Status page.

   The Hatfield Marine Science Center in Newport will post weather closure or curtailment information on its website by 6:30 a.m. OSU Portland Center employees will be notified of closures by email.

   The university will make every effort to announce closure or curtailment decisions as soon as possible. The information will be distributed or posted by 6:30 a.m.

2. Information also will be posted online via the FlashAlert Newswire. Visit the FlashAlert’s main page, click on the menu then view local news; select the region of the state where you work followed by “Colleges and Universities – Willamette Valley.” Choose Oregon State University to see any current information or new announcements.

3. Regarding the Corvallis campus, the OSU Department of Public Safety/Oregon State Police Emergency Status information phone line provides current information about weather alerts and closures, as well as campus emergencies. A recorded phone message will report the operating status of the Corvallis campus and information related to the emergency or closure situation. You may access this information 24/7 by dialing 541-737-8000. OSU-Cascades’ phone line will include recorded information updating closure or curtailment details. That number is 541-322-3100.

4. The university will ask that announcements be made on the following radio and television stations and, where appropriate, their websites:

   - **Albany**
     - KRKT - 990 AM/99.9 FM
   - **Lebanon**
     - KGAL - 1580 AM
   - **Corvallis**
   - **Salem**
Unless otherwise communicated, employees are to assume that the university is open and that they are to report to work. Employees designated in their position description as essential personnel are required at work at their regularly scheduled time during a closure or curtail, unless otherwise specified by their supervisor. Employees may be designated as essential personnel by their supervisor due to an urgent or critical need.

As a reminder, only the university president or his designee may close the university. Departments may not cease operations and send employees home due to inclement weather or hazardous conditions unless the president has closed the university. Off-campus facilities should contact the Office of the Vice President for Finance and Administration to discuss the appropriateness of ceasing or curtailing operations at their location, if they believe a closure is necessary.

For questions regarding time reporting for inclement weather closures, see the university’s time reporting matrix.

Should you have questions, please contact Employee and Labor Relations at employee.relations@oregonstate.edu.

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