

The purpose of this policy is to establish guidelines and procedures for the closure of the University due to inclement weather and emergencies.

[Code of Virginia Section 23.1-1301, as amended](#), grants authority to the Board of Visitors to make rules and policies concerning the institution. Section 7.01(a)(6) of the [Board of Visitors Bylaws](#) grants authority to the President to implement the policies and procedures of the Board relating to University operations.

Designated Personnel – Exempt and non-exempt employees who are required to work during an authorized closing because their positions have been designated by the hiring supervisor as

Internet browser, Zoom, Learning Management System, Webex, Adobe Connect, etc., to students at any location.

Volunteer – An individual is considered to be a volunteer at Old Dominion University if the following conditions are met:

1. Services are performed in support of the University's mission to include civic, charitable, educational, research or humanitarian reasons without promise, expectation, or receipt of compensation for services rendered.
2. If the volunteer is a current University employee, the volunteer services are not the same type of duties for which the University employs the individual and are freely given without pressure from the University.

NOTE: The Federal

1. Notification

- a. In the event of inclement weather or emergencies outside of normal business hours that may affect the operation of the University, the Assistant Vice President for Public Safety and the Director of Facilities Management and Construction will notify the VP as early as possible of conditions that may require cancellation of classes or closing of the University. The VP will inform the Assistant Vice President for Public Safety of his/her decision at that time. He/she will also inform the Assistant Vice President for Public Relations.
- b. The Office of the Vice President for University Communications & Chief Marketing Officer will be responsible for informing students, faculty, and staff of a decision to close the University because of inclement weather/emergencies. Delays or closings will be announced through the University's ODU Alerts messaging system, website at www.odu.edu, social media channels, and e-mail. Faculty, staff, and students can sign up for ODU Alerts at www.odu.edu/alerts. Additionally, local newspapers, radio stations and television stations will be informed immediately. The Alert will communicate specifics about any operations and services that may remain open as well as events that may or may not be held as applicable.
- c. If a decision is made to close the University during hours of normal operation, each of the Deans, directors, department chairs and other supervisory personnel will be informed by email or telephone. Vice Presidents are responsible for ensuring that this notification is carried out within their respective areas. Areas that may remain open on a full or limited basis during a closure will be determined by the Vice President for University Communications & Chief Marketing Officer.

- iv. For a closure of seven to 10 weeks at any point in the fall semester, classes and final exams will extend into winter break and into what would have been the spring semester (by the number of weeks lost). There will be no fall break. After a one-week break, spring semester will begin and extend into summer session (by the number of weeks lost in the fall semester). The second half of summer school may be preserved. If not, the normal academic calendar will resume in the fall.

For a closure of seven to 10 weeks at any point in the spring semester, classes and final exams will extend into the summer session (by the number of weeks lost). There will be no spring break. In this scenario, the first half of summer school will be cancelled, and perhaps the entire summer session, depending upon the number of weeks lost in spring.

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satisfy the requirements of the course. If the closure occurs at the end of the 12-week session, the session may be extended.

- v. For a closure of more than two weeks in the 12-week summer session, the University administration will make a determination pursuant to its Continuity of Operations Plan.
- vi. When there are multiple closures at the University throughout one of the summer sessions, the Office of Academic Affairs will review individual classes missed, including the day and length of the class, to determine whether and how classes should be made up in consultation with members of the University community (e.g., deans, department chairs, faculty members, and others as appropriate) on a case-by case basis.
- vii. The summer degree conferral date will be adjusted as needed.

3. Technology-Delivered Instruction

Unless an exception is indicated by the Office of Academic Affairs, all technology-delivered courses will follow the University's decision on holding classes. In the event that inclement weather prohibits students from participating in technology-delivered instruction, class activities, or testing, students will be permitted to make up missed class requirements by viewing archives and/or rescheduling exams missed without penalty. Faculty are asked to be flexible during these situations as a number of issues, both personal and work-related, arise as a result of such circumstances.

4. Intercollegiate Athletics

9. Leave and Compensation for Non-Designated Personnel

- a. To be eligible for pay during an authorized closing, employees must work or be on paid leave the workday prior to and the workday after the closing.
- b. Employees who are on an approved paid leave on the day of an authorized closing will not be charged leave.
- c. Employees who report to work during an authorized closing will not be credited with compensatory time unless approved by the President.
- d.

[Fair Labor Standards Act](#)

[University Policy 1021 – Emergency Management Policy](#)

[University Policy 6200 - Hours of Work Policy](#)

[University Policy 6202 - Telework Policy](#)

