

SUPERSEDES:	SECTION: Administration
POLICY AND PROCEDURE MANUAL	CODE NO. 171
MERCY COLLEGE OF OHIO, TOLEDO, OHIO	SUBJECT: Altering Course Delivery and Work/Inclement Weather
	DATE ORIGINATED: 4/2006
Signature on File	DATE COMMITTEE BOARD APPROVED:
Signature: Dr. Susan Wajert, President	02/21/22
	DATE BOARD APPROVED: 3 / 8 /2022
	DATE PROCEDURE REVISED: 2/2022
	DATE OF NEXT REVIEW: March, 2025

Policy: Altering Course Delivery and Work/Inclement Weather

PURPOSE:

To establish procedures for altering course delivery or work by faculty and staff, at either the Toledo campus and/or Youngstown location, due to weather or other conditions.

POLICY:

The Administration of Mercy College of Ohio endeavors to communicate information regarding the altering of course delivery or work by faculty and staff as clearly and quickly as possible through the procedures outlined below.

Procedure #171

Guidelines for altering course delivery at the College during inclement weather or other unforeseen circumstances:

1. The decision to alter the hours of operation of the College will be determined by College administration.
2. Generally, this decision will be made between 5:30 am and 6:00 am, in the event of inclement weather, but other circumstances may alter this timeline. If administration decides to delay opening or to alter course delivery or work by faculty and staff, notification is made through the following ways:
 - The RAVE Alert system
 - College email
 - Posted to Social Media
 - Posted on the Mercy College website
3. In the case of a Level 3 Snow Emergency for Lucas and/or Mahoning counties, as issued by the Sheriff's Department, the College campus and/or Youngstown location will be closed, and the College community will move to remote learning and work.
4. In the case a shift to remote learning due to incidents other than inclement weather, employees will be directed whether to report to work in person.
5. Toledo and Youngstown are treated as separate locations for course and work alterations.
6. Normal operations should be followed by students and employees unless official communication of altered course delivery or work has been received from the College.
7. Individuals who live outside of Lucas and/or Mahoning counties, whose county of residence is under a Level 3 Snow Emergency when Lucas and/or Mahoning counties are not, should notify their supervisor or instructor(s). Supervisors shall allow such employees to move to remote work so long as the Level 3 Snow Emergency is in place. Reasonable accommodations to facilitate remote learning for affected students will be provided, if possible.

Procedure Revised 2/2022
Procedure Revised 1/2018
Procedure Revised 12/21/2016
Procedure Revised 1/2014