

Bryn Mawr College Bad Weather or Emergency Days

When campus conditions warrant, the College may decide to modify operations (e.g., close certain buildings, suspend Blue Bus operations, modify other services or activities). When campus conditions are such that it seems unwise or impractical for non-essential staff members to be on campus, a College-Designated Emergency Period may be declared.

Any communication about changes to operations due to the weather, power outages or other circumstances that trigger a College-Designated Emergency Period, will happen as early as practicable and will be:

- Distributed by text and/or e-mail for campus-wide changes. Staff members are responsible for ensuring that the College has their current cell phone number, which can be entered using the instructions posted on Campus Safety's website: <https://www.brynmawr.edu/safety/emergency-notification> or by contacting Human Resources;
- Posted to the College's website (<http://alert.brynmawr.edu>) which will include specific details about changes to departmental operations such as Libraries, Dining, Transportation, etc.; and/or
- Available via voicemail by calling (610) 526-7310.

Certain staff members are essential to the operation of the College and will be expected to work during a College-Designated Emergency Period. Essential versus non-essential designations are not fixed and can vary based on the particular circumstances. Specific events that are scheduled to occur on-campus during the College-Designated Emergency Period will factor into this determination. This designation will be communicated by the departmental supervisor to all affected staff members. Essential staff members who are required to be on campus during a College-Designated Emergency Period will be paid according to the College's policies on overtime compensation and premium pay.

Non-essential employees are not to work on-campus during a College-Designated Emergency Period. Non-essential employees who are able to work remotely, as determined by the departmental supervisor, will work from home. Supervisors should identify the non-essential positions that cannot work from home to Human Resources. Non-essential employees in these positions will receive pay for the period they are normally scheduled to work during a College-Designated Emergency Period.

If a non-essential employee whose work is capable of being done remotely has childcare issues [e.g., schools close so the employee is responsible for supervising their child(ren)] or other circumstances that prevent them from actually working from home, that employee must take a personal or vacation day.

In the case of bad weather, the Phebe Anna Thorne School will also base its operational decisions on the determination of closure made by the Lower Merion School District.

In the event that a non-essential employee is already working on-campus during the time that a College-Designated Emergency Period is declared, that employee is permitted to leave campus and will receive regular pay for the remainder of the regularly scheduled workday. In the event that there is a delayed opening, a non-essential employee who reports to work will receive regular pay for the hours of the delay.