

1.38 INCLEMENT WEATHER POLICY (Curtailment of Operations)

It is the policy of the New Hampshire Institute of Art (NHIA) to continue normal hours of operation whenever possible. However, severe weather and/or adverse working conditions may alter our working operations. Please use our “**First rule: Be safe**” for your personal decision-making. If you feel that reasonable attempts to come into work will jeopardize your personal safety, stay home and immediately notify your supervisor.

Institute Closing

If weather conditions are deemed to be severe, the Institute may decide to close. The decision to close NHIA will be made as far in advance as is prudent, but usually no later than 2 hours prior to the next scheduled class time so that faculty and students can be alerted and plan accordingly. NHIA may cancel all or part of a day’s operations.

NHIA maintains an emergency phone tree for quickly disseminating the news of cancellation through the cooperation of staff and full-time faculty. Contacting adjunct and part-time faculty is the responsibility of each academic department’s faculty Chairperson. In the case of Continuing Education instructors, the Continuing Education staff is responsible for alerting affected instructors.

Text Message Emergency Announcements

Our Information Technology department has instituted an efficient TEXT MESSAGING announcement for all emergencies including school closings. If you would like to be informed of these Closures and Emergency information, you may subscribe to the New Hampshire Institute of Art text service by texting the keyword NHINSTITUTE to 41411 and you are then automatically registered and will be notified with these announcements via your cell phone.

Other means of notification:

<http://www.nhia.edu/>

Local news and radio stations

Regular full-time and part-time/80% employees will be paid at their regular hourly rate of pay for the hours they were scheduled to work during an Institute closing.

Regular full-time and part-time/80% employees on paid leave (annual leave or sick leave) during an emergency closing will not be paid regular time during the closing, but will continue to utilize their annual or sick leave.

Since many employees live a distance from the Institute, and weather conditions differ throughout the state, if the Institute remains open and an employee does not report to work due to adverse weather conditions, regular full-time or part-time/80% employees may be paid for his/her scheduled hours for the day by utilizing accrued annual leave, or the employee may choose to go unpaid for the day. Regular part-time hourly employees may make up their missed hours if their supervisor approves and the hours are made up in the same work week.