

Memo

Human Resources Department

TO: The University Community

FROM: P. Penny Pecka
Director of Human Resources

SUBJECT: Inclement Weather

DATE: November 18, 2008

It certainly was pretty cold this afternoon so winter must be just around the corner. This means it's time to review some of the issues dealing with the not too distant inclement weather and how the University addresses these situations. Although the University may elect to have a delayed opening, early dismissal, or close for the entire day, essential employees such as police and maintenance personnel, are required to report to work as scheduled.

1. In the event of inclement weather, designated University staff will decide the operational status of the University. This decision may call for the University to remain open, for the University to close totally, or for the University to operate selected departments while closing the balance of the

University. In the event that the University decides to open specific departments while closing the balance of the University, Administrative Staff members and Clerical Support Staff who work in those departments are expected to report for work. If a partial opening occurs, specific instructions will be provided to the individual supervisors.

1. In the event that the University is closed for a full day due to inclement weather, which falls on a scheduled payday, paychecks, **for those who don't have direct deposit**, will be available at the University's Police Department. It would be best to call first (932-7014) to confirm that your individual check is available prior to coming to campus.

1. During inclement weather times, employees should monitor the radio and TV announcements regarding the operational status of the University. Information regarding delays, early dismissals and closings will also be available as follows:
 1. The UNH website at www.newhaven.edu <[http://www.newhaven.edu/](http://www.newhaven.edu)> .
 2. The main University telephone number (1-203-932-7000).
 3. Through UNH email from weather@newhaven.edu announcements will be sent to **UNHall** with the message being "**inclement weather announcement**".

1. A listing of radio and TV stations carrying UNH weather related announcements are shown on the next page.

Do not call the UNH Police Department directly for this information as they have other responsibilities during times of inclement weather.

Any questions, please contact me at Extension #7265.

**Please copy this announcement and make it available for any member of your department who does not have access to e-mail.
Thank you.**

2008/2009 INCLEMENT WEATHER CANCELLATIONS AND DELAYS

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West Haven Campus: If it is necessary to cancel or delay classes for inclement weather, announcements will be broadcast on the following radio stations:

WPLR – 99.1 FM
WNHU – 88.7 FM
WTIC – 1080 AM and 96.5 FM
WRCH – 100.5 FM

WZMX – 93.7 FM
WATR – 1320 AM
WEZN – 99.9 FM

Information for the West Haven campus will also appear on the following web sites but will not be broadcast:

WKCI 101FM:
WELI 960 AM
WDRC 1360AM and 102.9 FM
and www.drcfm.com

www.kc101.com
www.960weli.com
www.talkofconnecticut.com

The following TV stations will also carry UNH's announcement:

WFSB-Channel 3

WTNH-Channel 8
WVIT-Channel 30
FOX 61

Announcements will be broadcast on the following radio stations for inclement weather cancellations and delays at the **University's Southeastern Branch at Mitchell College**. Southeastern staff will notify these radio stations of the decision to close or delay opening.

WCTY – 97.7 FM
WICH – 1310 AM
96.5 FM
WNLC – 1510 AM
WKNL – 100.9 FM
WADK – 99.3 FM

WXLM – 102.3 FM
WTIC – 1080 AM and
WRCH – 100.5 FM
WZMX – 93.7 FM

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