November 4, 2019

Dear PSU Community:

As we head toward winter, it is time to review the University’s procedure for responding to significant inclement weather. As a public entity and residential campus, PSU is open for business every day of the academic year, except for recognized holidays and other periods of official closure. From time to time, however, sufficiently extreme or hazardous weather conditions make it so that normal operations at the University may jeopardize the safety of our students, faculty, and staff. When this happens, the University will respond in one of two ways:

1. PSU will open late or close early, based on weather conditions; or
2. PSU will close completely, canceling all classes and events and providing only essential services.

Notification of Closures:

It is your responsibility, as a student, faculty or staff, to find out if a decision has been made concerning closure or delays in opening the campus. PSU will only notify the community if a decision has been made to close the campus entirely, delay the start of the business day, or close the campus before the end of the business day. If inclement weather impacts the start of the day, we will make reasonable efforts to notify the community of this decision by 6:30 a.m. If inclement weather requires action later in the day, we will make reasonable efforts to notify the community by 3:00 p.m., to avoid problems with the evening commute and for students with evening classes. That said, because we never know when the weather might change, the timing of a decision to close campus is subject to change.

Notification will be made using a variety of media, including:

- A PSU Alert message: This will be the primary communication channel for closure and delay notifications. Please take this opportunity to update your PSU Alert contact information to choose how you want to receive messages: via text messages, phone call, and/or email to a personal email account. Updating your information is simple: log into Banweb, select Personal Information, then select PSU Alert Emergency Notification System, update your contact information, and click submit.
- The PSU website at: [www.pdx.edu](http://www.pdx.edu)
- Voicemail messages: To access your voicemail from off-campus, dial 503-725-7000 and follow the prompts to retrieve your messages.
- PSU Main Phone Message: Employees without a personal or departmental voice mail should call PSU’s Main Phone line at 503-725-3000.
- Social Media Messaging: Posts to the PSU Facebook ([www.facebook.com/PortlandStateU](http://www.facebook.com/PortlandStateU)) and Twitter ([twitter.com/Portland_State](http://twitter.com/Portland_State)).
- Push notification to the MyPSU mobile App ([m.pdx.edu](http://m.pdx.edu)).
- Media Announcement: PSU will post notification to all major AM/FM radio and television stations in the Portland area.

When the University closes due to inclement weather, all scheduled classes, meetings, performances, or other events are cancelled unless a specific exception is approved in accordance with University procedures.

The following facilities will be open during a closure or delayed opening with essential staffing:

- Campus Public Safety
- University Housing and Residence Halls
- University Place Hotel
When PSU remains open:
If PSU does not delay the start of the workday or close due to inclement weather, but you are concerned about your personal safety, you should make the right decision for yourself. Inclement weather impacts vary across the region and effect PSU operations and each student, faculty and staff differently. Our ability to know the precise weather conditions where you live and to know your particular personal situation is limited. We encourage you to make a decision about coming to work or attending classes that best meets your needs.

If an employee cannot come to work when PSU is open, they must use vacation time or take unpaid leave for the time you are not in attendance. However, in some circumstances, certain employees may be able to make other work arrangements with their supervisor. In such cases, the employee must call and receive approval from their supervisor.

If a student cannot come to campus when classes are held, it is their responsibility to notify instructors in a timely manner and discuss reasonable ways to make up any missed class content.

Please note that PSU may remain open even though the public schools and local child-care centers choose to close. When this occurs, supervisors and instructors are encouraged to recognize the difficulties this creates for parents by responding with as much flexibility as the particular work or instructional environment will allow.

Please review our policies, procedures and resources that are linked below for additional information (www.pdx.edu/cpso/inclement-weather).

Kindly,
Kevin Reynolds
Vice President
Finance & Administration

General Resources:
Register for PSU Alert
Inclement Weather (Winter Weather) Resource Page
Campus Closure FAQ

Resources for Students:
Attendance Policy
Inclement weather during final exams

Resources for Instructors:
Instructor Information to Minimize Impact to Final Exams and Class Meetings
Inclement weather during final exams

Resources for Employees & Supervisors:
Closure Policy and Reporting Procedures (by employment category)
Note: after an inclement weather incident, HR will share detailed information on how to report work hours and leave usage. Please check your email and the HR Website at pdx.edu/hr.