

Dear Members of the Vassar College Community,

In the event of significant snow and/or ice weather conditions resulting in poor road conditions, as guided by local and regional highway and law enforcement agencies, the College may choose to delay the opening of administrative offices, may close or may close early, while maintaining necessary services for support of academic programs and students in residence. Please check with student services, e.g. Main Library or Athletics for their hours of service. For those employees with early work hours, the Hotline will be updated by 5:00 a.m. each morning of a weather related event.

Campus Emergency Information & Weather Hotline: 845-437-7755 or 845-437-7756

In addition, the following media outlets may provide guidance as to weather delays or closures:

92.1FM WRNQ
107.3 FM WRWD
96.9 FM WRRV
100.7 FM WHUD

93.3 FM WBWZ
1450 AM WKIP
97.7 FM WCZX
104.7 FM WSPK

96.1. FM KISS
94.3 FM WOLF
101.5 FM WPDH
1260 AM WBNR

Weather conditions may vary in outlying areas and employees should always exercise judgment in determining the safety of road conditions necessary to travel to Vassar College.

Weather related information, in the event of closures or delays will be sent to you via the Vassar alert system, it can also be found at the Vassar College InfoSite:

<http://info.vassar.edu/news/alerts/>

A number of campus offices and departments must provide basic services both when students are and are not in residence. If you are an employee, required to work during an emergency (“**essential employees**”), you must work up until your release time to receive inclement weather compensation. If you have questions about whether you are required to work in the event of a weather-related closure or delay, please speak as soon as possible with your supervisor or contact Human Resources to clarify the expectations.

If road conditions are poor and an official announcement has not been made as described above, NON-ESSENTIAL employees who are unable to report to work should immediately contact their supervisor and must record time missed. Failure to report to work on time or notify the supervisor may reflect negatively on the employee’s performance as a “no call/no show” event. ESSENTIAL employees are required to report to work. Failure to report to work may reflect negatively on the employee’s performance as a “no call/no show” event and time missed will be recorded as determined by union contracts.

Whether you are teleworking or working on campus, please interpret weather-related closures or delays as you would under normal circumstances. If you are unclear about what is expected of you in the event of a weather-related delay or closure, please contact your supervisor and/or Human Resources.

Snow Event Parking Restrictions During snow events our campus roadways and parking lots must be cleared to accommodate the daily operations of the college. In order to enable effective snow removal operations, **NO OVERNIGHT PARKING (11:00 pm to 6:00 am) is allowed on campus roadways** (including Josselyn Roadway, Main Campus Drive and Kasper Kill) or in the following parking lots: Kenyon, Noyes, Cushing, North Lot, Josselyn, Jewett, Quad houses, Baldwin, Ely, Main Circle, Sanders and Vogelstein CDF.

Town House residents who park around the center circle *must* move their vehicles to the Prentiss Field Parking Lot. **NO OVERNIGHT PARKING (11:00 pm to 6:00 am) is allowed around the TH center circle area.**

Terrace apartment residents have permanent alternate winter parking assigned in the Golf Course Lot from December 1st of each year through the end of Spring Break of each year. **No parking is allowed on Terrace Lane during the winter season (December 1st – End of Spring Break).** Signs are in place to designate alternate parking spaces. Please check the signs to ensure you are in the correct area.

If you are parked in any of the restricted areas listed during the hours noted, your vehicle *will* be towed at your expense.

Further, if the snow event continues into the next day, the parking restrictions will be extended until the snow event has subsided and roadways are cleared.

Bicycles not secured to bicycle racks, or stored in bicycle storage rooms often impede accessibility and snow removal. All bicycles found chained to railings or other areas not designated for bicycle storage will be removed by Facilities Operations. You will need to contact Safety & Security (845-437-5221) to arrange to pick up the bicycle.

Whenever sidewalk and road conditions are in question, please wear appropriate footwear for the conditions, drive carefully and allow extra time for commuting or cross-campus travel. Please contact Human Resources at humanresources@vassar.edu if you have questions.