

## ***WEATHER CONDITIONS***

Baldwin-Wallace distinguishes between (1) canceling classes and (2) closing offices of the College. On most occasions when severe weather causes a change in our schedule, it requires us only to cancel classes, not to close offices of the College.

### 1.) Canceling Classes:

Since a large number of our students commute to the College, it may become necessary on occasion to cancel classes due to weather conditions. On such days persons who are employed in the administration and staff will continue their responsibilities. The services of some offices are needed more than ever on occasions when classes are canceled, because approximately 1,600 residential students are still on campus. This work, therefore, will continue on those days.

Faculty and students should assume that classes will be held at the time in which they are regularly scheduled. However, the decision to cancel classes will be made at the earliest feasible time. In terms of weekend classes, whenever possible the decision will be made in the late afternoon or early evening of the preceding day. If cancellation is necessary, Hall Directors and the College telephone operator will be informed as well as the media.

Once a decision has been made to cancel classes, information will be posted on the College home page ([www.bw.edu](http://www.bw.edu)), B-W Information line (440-826-2330), and with area radio and television stations. Please remember – the public media information refers only to classes being canceled. Unless you are instructed to the contrary by your supervisor, members of the administration and support staff should still report to work.

If classes are not canceled, students commuting from long distances are advised not to take unnecessary risks at times when road conditions are hazardous. Students who are absent for this reason should inform their professors of the reason for the absence at the next class session.

A faculty member should not cancel classes unilaterally. Many students often make unusual efforts to reach their classes. Every effort, therefore, should be made by the faculty member to use the class time in an educational and valuable manner for the students who are present.

### 2) Closing Offices of the College

On rare occasions, weather conditions are severe enough to require offices of the College to be closed. When this is the case, faculty, administrative and support staff members are not expected to be at work except for those areas where work is required for the safety of individuals or the protection of properties. Your immediate supervisor will inform you by phone or in person when offices of the College are closed. Persons who are asked to work and who are able to work on those days will be given extra compensation or compensatory time.