

# STLCOP Inclement Weather Policy

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## College Policy

Hazardous driving conditions or other unforeseen circumstances may necessitate the closing of the College or postponement of classes. If this happens during the day, announcements will be made in classes, via e-mail, and on the College's Web site.

Late night and early morning decisions to close the College or go on a snow schedule will be announced on KMOX Radio (1120 AM), KMOV-TV (Channel 4) and KSDK-TV (Channel 5) by 5:30 a.m. and at other times as those media may designate. In addition, e-mail messages will be sent to all faculty, staff and students, and messages will be placed on the College's Web site home page and at the main telephone number (314-367-8700). Text messages will also be sent to those students, faculty and staff who have signed up for the service on MySTLCOP.

If the College is on a snow schedule, faculty and staff are expected to report to work at 9:30 a.m., unless they lead a 7:30 a.m. lab section. If they lead a 7:30 a.m. lab section, they are expected to report at 9:00 a.m. If faculty and staff are unable to report to work at their appointed time or as soon after as is practical given the road conditions, vacation or personal time must be used. However, supervisors may designate essential personnel who may have to report to work at specific times to maintain College operations. Employees who are taking vacation or sick leave on the day concerned will not be entitled to extra time off. In the event of a closure, employees will not be expected to report to work except in extraordinary circumstances.

When a snow schedule is announced, class times change as indicated in the table below.

<b>Snow Schedule</b>				
Regular Classes			Final Examination Schedule	
Period	Regular start time	Snow start time	Regular start time	Snow start time
1	7:30 labs	9:00-10:10	8:00 – 10:00	9:45 - 11:45
2	8:00	9:30-10:10	11:00 - 1:00	12:15 - 2:15
3	9:00	10:20-11:00	1:30 - 3:30	2:30 - 4:30
4	10:00	11:10-11:50	4:00 – 6:00	4:45 – 6:45
5	11:00/11:30	12:00-12:40		
6	12:00	12:50-1:30		
7	1:00/1:30	1:40-2:20		
8	2:00/2:30	2:30-3:10*		
9	3:00	3:20-4:00*		
10	3:30/4:00	4:10-4:50*		
11	4:30	5:00-5:50*		
12	5:00 or later	Regular time*		

\* These classes are subject to cancellation depending on weather conditions.