STOCKTON UNIVERSITY

PROCEDURE



Campus Closure Procedure

Procedure Administrator: Senior Vice President for Facilities & Operations

Authority: N.J.S.A. 18A:64-8 Effective Date: October 27, 2025

Index Cross-References: Policy IV-11.1: Office Hours, Work Week, Lunch Periods, Breaks and Emergency Closing; Policy VI-68: Campus Closure Policy; Procedure

6120: Faculty Attendance and Leave - Paid and Unpaid

Procedure File Number: 6800

Approved By: Dr. Joe Bertolino, President

I. Forecasting and Decision-Making Process

Representatives from the Office of the President, the Division of Facilities & Operations, the Office of Information Technology Services, Stockton University Police Department, University Relations & Marketing, the Division of Academic Affairs, and the Division of Student Affairs will evaluate weather or other emergency conditions and determine the appropriate response for the safety of the University community.

A decision to close or delay operations will be based on safety considerations, including campus accessibility and travel conditions. The President (or designee) has the authority to direct a campus closure.

II. Notification Process

The University will notify students, faculty, and staff of closures or delays through the following channels:

- Text Alert System (Sign up via Stockton portal)
- University Website
- o Email Communications
- Social Media Platforms

In the event of severe overnight weather, the University will make every effort to inform the campus community of a closure or delayed opening no later than 6:00a.m. In other cases, the University will make every effort to inform the campus community as soon as possible.

III. Guidelines for Employees and Supervisors

The University is presumed to be operating on a normal schedule unless otherwise communicated.

Supervisors should exercise discretion in allowing employees a reasonable delay in arrival based on travel conditions, childcare disruptions, or other weather-related

factors.

Employees expecting to arrive late should promptly provide notice to their supervisor.

IV. Campus Closures

A. Students

- While closed, no classes will be held (including online, hybrid, and inperson sessions).
- Residential services will continue, but may be modified, during the closure. Changes will be communicated using the notification methods outlined above in "II. Notifications".

B. Employees

- Non-essential employees will not be required to report to work and will receive regular pay up to one day, or for the period of closure.
- Essential employees are expected to report as directed in accordance with Policy VI-11.1.
- Supervisors must ensure proper communication with staff regarding reporting expectations.
- If the University facilities are ordered closed by the President or designee, an excused, non-chargeable absence will be granted to nonessential employees included in the emergency closing order.
- Essential employees who fail to report as required will be charged accrued leave time for their absence.

Review History:

	Date
Procedure Administrator	08/13/2025
Divisional Executive	08/13/2025
Faculty/Staff/Union Leaders	09/25/2025
General Counsel	09/12/2025
Senior Leadership	10/23/2025
President	10/27/2025