



## 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
- 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 in-person 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 non-essential employees included in the emergency closing order.
- Essential employees who fail to report as required will be charged accrued leave time for their absence.
- Any employee with pre-approved leave prior to the notice of campus closure will not have leave time reversed due to the campus closure.

#### 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

*\*Effective November 25, 2025, this Procedure supersedes and replaces Procedure 1070 Emergency Closing. Clarification was added to Section IV.B. on February 27, 2026.*