
Employees and Students

Information regarding Mami University operations and other emergency closings is provided below. In the ~~rare situations when events may event conditions~~ require ~~changes a change~~ to the normal University schedule, there are multiple ways University Communications and Marketing will work with Mami leadership to access notify the information campus and emergency procedures using the following methods:

Mami University website. The official reference is the University website, and/or myMami. The Mami Regional Campuses website can be accessed here: Regionals.

Mami Emergency Text Messaging System You will also receive information via

AM Radio Stations	FM Radio Stations
WMDH (1450)	WMUB (88.5)
WLW (700)	WXU (91.7)
WPFB (910)	WPFB (105.9)
WHO (1290)	Not Applicable

2 Be sure staff know that they are not **designated as essential staff and are not to come in** during a weather emergency unless told to do so. Weather emergency situations may require more or less staff depending on factors like students in the residence halls, the extent of weather damage, and the availability of electricity. Employees must receive directions from their supervisor; prior to any emergencies, regarding how they will know whether to come in or not. Employees who come in **but** who are not designated essential staff, will not receive severe weather pay.

Staff Essential staff who are not able to report when required are expected to follow the normal call-in procedure. Failure to call in is considered a no call/no show; the employee will not be paid for that day. **How should I call in?**

The following designations (Plan A and Plan B) apply to the Hamilton and Middletown campuses and the Voice of America Learning Center:

- ~~1. Plan A~~ Classes are canceled but all staff report as usual. When classes are canceled, all staff are expected to report to work as scheduled. University staff who are unable to report to work due to adverse weather and road conditions should notify their supervisors as soon as possible. Classified staff who are tardy in reporting to work or unable to report to work may use available vacation, compensatory time, or personal leave time, make up the lost time during the current payroll period, or take the time without pay. If the time lost cannot be made up in the current pay period, it can be made up in the following two (2) pay periods as overtime equivalent. Unclassified administrative staff who are unable to report to work must use vacation for a half day or more. It is important to remember that a decision to cancel classes does not constitute a closing of campus.**
- ~~2. Plan B~~ Campus is closed but weather emergency staff report as usual. Weather emergency staff are those designated as such in the police department, physical facilities department, telecommunications, and others who are designated as**