



Policy Title	Modified Operations Policy
Issue Date	December 20, 2021
Effective Date	December 20, 2024
Last Reviewed / Updated	October 18, 2024
Responsible Office	Human Resources
Contact Information	Office of Human Resources Phone: 470-578-6030 Email: hr@kennesaw.edu

1. Policy Purpose Statement

This policy describes how campus operations may be modified due to inclement weather or other emergency to ensure the continued operation of academic and administrative services.

2. Scope (Who is Affected)

This policy applies to Kennesaw State University (KSU) faculty, staff, and students.

3. Exclusions or Exceptions

There are no exclusions to this policy.

4. Definitions and Acronyms

Inclement Weather Pay (also referred to as Closure Pay): Paid leave due to the unforeseen closure of University System of Georgia (USG) institution in the event of inclement weather or any emergency which may place the health or safety of students, employees, or visitors at risk, or conditions or events that prevent performance of regular operations of the institution as declared by the Institution’s President.

Emergency: a situation that may place the health or safety of students, employees, or citizens at risk requiring immediate action, or conditions or events that prevent the performance of regular KSU operations.

Modified Operations: Temporary changes to university operations in response to an emergency which may include early closure, delayed opening or a shift to remote work

Essential Personnel: Faculty and staff who must report to their designated work location to ensure the operation of essential functions or departments during an emergency or when the institution has suspended operations. Departments or positions that are considered essential are designated by the appropriate Cabinet member, Vice President, Vice Provost, or Academic Dean.

Non-Essential Personnel: Employees not expected to report to campus during emergencies.

5. Policy

Kennesaw State University is committed to remaining open and continuing full operations, including class schedules, whenever possible.

The Office of the President, in consultation with the KSU Office of Emergency Management and

other officials, will determine when an emergency impacts KSU's normal operations. When the University is closed due to an emergency, all classes will be canceled, and non-essential personnel will not be expected to work.

When the University shifts to modified operations, Cabinet members, in consultation with the Office of the President or designee and the Office of Emergency Management, will be responsible for determining appropriate operational continuity for their divisions. This may include remote work. During modified operations, each faculty member will be responsible for instructional continuity for their classes. To ensure instructional continuity, all Academic Colleges and Departments are expected to maintain and regularly update instructional continuity plans. All syllabi should also include an instructional continuity plan statement specific to that course.

During a weather event or other emergency, those commuting to campus should exercise their best judgment when determining travel options. If the University remains open and an employee elects not to report to work, the employee will be required to use their accrued vacation time.

6. Associated Policies/Regulations

[USG Human Resource Administrative Practice Manual, Time Away from Work: Inclement Weather or Other Emergencies](#)

7. Procedures Associated with this Policy

Please see the Frequently Asked Questions on the Human Resources website regarding inclement weather/emergency pay and its applicability to staff and faculty

8. Forms Associated with this Policy

None

9. Review Schedule

The Office of Human Resources will review the Modified Operations Policy annually.

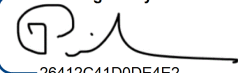
For use by the KSU Institutional Policy Facilitator Only

At Kennesaw State University, institutional policies that have undergone the established shared governance review and feedback process are presented to the President and Provost for final approval. The signatures below indicate this institutional policy has been reviewed and approved by the President and Provost.

DocuSigned by:

January 5, 2025
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Dr. Kathy S. Schwaig,
President
Kennesaw State University

DocuSigned by:

January 5, 2025
26412C41D0DE4E2...

Dr. Ivan Pulinkala
Provost and Executive Vice President for
Academic Affairs
Kennesaw State University