

EMERGENCY CLOSING

POLICY NUMBER: ADM-EMERCLOSING

POLICY TYPE: ADMINISTRATIVE

RESPONSIBLE OFFICIAL TITLE: CHIEF HUMAN RESOURCES OFFICER

RESPONSIBLE OFFICE: HUMAN RESOURCES

EFFECTIVE DATE: UPON PRESIDENTIAL APPROVAL – 6/8/18

NEXT REVIEW DATE: PRESIDENTIAL APPROVAL PLUS FOUR YEARS – 6/8/22

SUPERSEDES POLICY DATED: 2/17/2015

BOARD OF REGENTS REPORTING (CHECK ONE):

☐ PRESIDENTIAL RECOMMENDATION (CONSENT AGENDA/VOTING ITEM)

☒ PRESIDENTIAL REPORT (INFORMATION ONLY)

I. POLICY STATEMENT

It is the policy of the university to continue all normal operations during periods of inclement weather or unusual circumstances, except when the most severely adverse conditions exist.

The intent of this policy is to compensate employees for scheduled hours that would otherwise be unpaid due to the closing of university operations. It is not the intent of the policy to pay additional compensation above and beyond the employees' normal scheduled hours for the day of the full or partial closing. An exception is made for employees who are required to work during a closing and considered “essential personnel” for pay purposes.

II. ENTITIES AFFECTED

Faculty, administrators, and all regular/contract (full-time and part-time) staff.

III. DEFINITIONS

Essential Personnel - Employees deemed “essential personnel” may vary based on the situation. It is the responsibility of the department head to determine who “essential personnel” are, to inform them of their obligations, and to ensure they are able to be at work when needed.

IV. RESPONSIBILITIES

Employees:

- Be available and able to work, if deemed essential personnel.
- Contact supervisor if not able to report to work.
- Input hours correctly on timesheet.

Supervisors:

- Define essential personnel for their department.
- Ensure employees' hours are recorded correctly and approve their time.

V. PROCEDURES

Severe Weather Options

In the event of severe weather or unusual circumstances, a decision about which option to use will be made by the President with advice from a member of the President's Executive Team designated by the President. A separate decision for the Chase College of Law will involve the Dean of the law school. Options include:

- Complete cancellation of classes and the closing of all business and administrative offices.

- Cancellation of classes only.
- Delaying of the start of one or both classes and other operations.
- Early closure of one or both operations and classes. Closings will be determined individually for each campus.

Late for Work Allowances

When adverse weather conditions could generally be expected to cause some employees to be late for work, reasonable judgment is to be exercised on the part of both employees and supervisors relative to on-time requirements. Authority for granting allowances for unique travel problems rests with the supervisors and department heads.

Partial Day Closing

If the university opens at a delayed time, an employee that was not previously scheduled for a day of sick/vacation chooses to take the rest of the day off when the university reopens is to use sick/vacation hours to cover the “open hours”. The “open hours” are the only hours that will be charged to sick/vacation. The “closed hours” will be charged to emergency closing. If an employee is already scheduled off for sick/vacation the employee will not receive credit for the emergency closing.

Essential Personnel

Because various critical operations such as Facilities Management or public safety require staffing at all times, certain “essential personnel” will need to work even when the rest of the university is closed.

The number of “essential personnel” necessary may depend on whether the emergency situation occurs when classes are in progress.

Employees deemed “essential personnel” might vary based on the situation. It is the responsibility of the department head to determine who “essential personnel” are, to inform them of their obligations, and to ensure they are able to be at work when needed. Examples may include but are not limited to, police, employees responsible for feeding animals in labs, employees responsible for working sports functions, and employees responsible for other facilities that may remain open.

Compensation for Emergency Closing

Employee compensation when the university is closed for a full or partial workday encompasses the period of scheduled time worked from the beginning of the employee’s shift on the day of the closing to the beginning of the employee’s shift when university operations open again.

Non-exempt employees who are not “essential personnel” and are not required to work, or who arrive at work and are subsequently dismissed, shall receive regular pay for their normally scheduled work hours only if these scheduled work hours fall during the time frame that included the closing. If the employee was not scheduled to work during the hours of the emergency closing, no additional pay or compensatory time off will be granted. Time entry is to be coded as “Emergency Closing” with the appropriate dates and hours indicated.

Non-exempt “essential personnel” who are required to work during an emergency closing shall be paid at the regular straight-time rate for the hours worked during the hours the university is closed.

Temporary staff employees and student employees will not receive compensation for university emergency closings. However, if temporary employees or student employees work during an emergency closing, they shall be paid their normal wage rate for each hour worked during the emergency closing.

Those employees on vacation time, sick time, or on leave will not be entitled to the provisions of this policy.

No additional compensation shall be granted to exempt employees who are required or permitted to work during an emergency closing (full or partial day).

Calculating Total Hours

All hours worked by non-exempt employees during an emergency closing will be included in calculating total hours worked for overtime calculations (time and one half). Hours not worked but paid as emergency closing hours are excluded from this calculation.

REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Revision & Name Change to Emergency Closing	June 8, 2018
Revision – Emergency Closing/Severe Weather	February 17, 2015
Revision – Emergency Closing/Severe Weather	February 26, 2000

EMERGENCY CLOSING

PRESIDENTIAL APPROVAL

PRESIDENT

Signature



Date 6/8/18

Gerard St. Amand

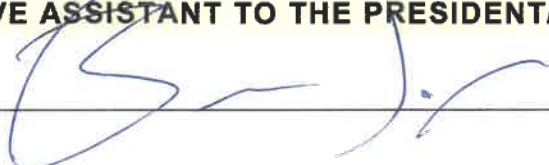
BOARD OF REGENTS APPROVAL

BOARD OF REGENTS (IF FORWARDED BY PRESIDENT)

- ☒ This policy was forwarded to the Board of Regents on the **Presidential Report (information only)**.
Date of Board of Regents meeting at which this policy was reported: 9/12/18.
- ☐ This policy was forwarded to the Board of Regents as a **Presidential Recommendation (consent agenda/voting item)**.
- ☐ The Board of Regents approved this policy on ____/____/____.
(Attach a copy of Board of Regents meeting minutes showing approval of policy.)
- ☐ The Board of Regents rejected this policy on ____/____/____.
(Attach a copy of Board of Regents meeting minutes showing rejection of policy.)

EXECUTIVE ASSISTANT TO THE PRESIDENT/SECRETARY TO THE BOARD OF REGENTS

Signature



Date

9.18.18

Benjamin Jager