

Policy 1-14 Rev. 1  
Date: October 14, 2002

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Subject: **CLOSURE OF THE UNIVERSITY**

I. PURPOSE

To outline the policy for closing the University.

II. REFERENCES

[Policy and Procedures 2-21](#), Leaves of Absence with Payment

[Policy and Procedures 2-59](#), Staff Compensation

III. DEFINITIONS

Essential Personnel - as referred to in this policy denotes all employees of University of Utah Hospitals and Clinics, and identified employees in Health Sciences departments and departments which provide critical services, including, but not limited to: Public Safety, Plant Operations, Food Services, etc.

IV. POLICY

- A. The President of the University of Utah may deem it necessary to close the University during normal work hours due to hazardous weather conditions, emergencies, or other special circumstances.
- B. Closures are expected to be infrequent and consideration must always be given to maintaining appropriate service levels in departments which provide critical services to the University community or the general in public. Departments shall designate which employees are needed in the operation of the University when closure conditions exist.
- C. Non-Hospital/Patient Care departments which provide critical services, such as Public Safety, Plant Operations, Food Service, etc., shall develop a mandatory departmental staffing plan, with review by the Dean or Vice President, which will be in effect during a University closure.
- D. All employees of the University of Utah Hospitals and Clinics are identified as essential and critical to the mission of the faculty. Affiliated Health Sciences departments shall designate which employees are needed in the operation of the University when closure conditions exist.
  1. All employees will report to duty as assigned or requested.
  2. In the event of the implementation of the University of Utah Hospitals and Clinics Disaster Plan, its provisions will supersede this policy and procedure.
- E. Guidelines for processing staff compensation during a closure will be maintained and

published by the Department of Compensation Management. Compensation procedures are located on the web at the following link: [Staff Compensation Procedures](#).

F. Communications related to the closure will be disseminated, regularly, via prepared statements to KUED, KUER, and the local news media as well as the posting of a message on the University's Communications Office telephone number 581-6773 and the University's web page: [www.utah.edu](http://www.utah.edu)

Approved: Board of Trustees October 14, 2002

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OUTDATED