

## **Policy 1-008: Closure of the University**

### **I. Purpose**

To outline the Policy for closing the University.

### **II. References**

[Policy 5-200](#), Leaves of Absence with Payment

[Policy 5-401](#), 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 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)

---

*[Note: Parts V-VII of this Regulation (and all other University Regulations) are Regulations Resource Information – the contents of which are not approved by the Academic Senate or Board of Trustees, and are to be updated from time to time as determined appropriate by the cognizant Policy Officer and the Institutional Policy Committee, as per Policy 1-001 and Rule 1-001.]*

## **V. Rules, Procedures, Guidelines, Forms and other related resources**

- A. Rules
- B. Procedures
- C. Guidelines

## Non-Emergency Closures

Forms

Other related resource materials

## **VI. Contacts**

The designated contact officials for this Policy are:

- A. Policy Owner (primary contact person for questions and advice): Vice President for Administrative Services
- B. Policy Officer: Vice President and General Counsel

These officials are designated by the University President or delegee, with assistance of the Institutional Policy Committee, to have the following roles and authority, as provided in University Rule 1-001:

*"A 'Policy Officer' will be assigned by the President for each University Policy, and will typically be someone at the executive level of the University (i.e., the President and his/her Cabinet Officers). The assigned Policy Officer is authorized to allow exceptions to the Policy in appropriate cases.... "*

*"The Policy Officer will identify an 'Owner' for each Policy. The Policy Owner is an expert on the Policy topic who may respond to questions about, and provide interpretation of the Policy; and will typically be someone reporting to an executive level position (as defined above), but may be any other person to whom the President or a Vice President has delegated such authority for a specified area of University operations. The Owner has primary responsibility for maintaining the relevant portions of the Regulations Library... [and] bears the responsibility for determining which reference materials are helpful in understanding the meaning and requirements of particular Policies... ." University Rule 1-001-III-B & E*

## **VII. History**

Current Version: Rev. 2

Approved by the Board of Trustees: October 14, 2002