

Policy: 1-14 Rev:
Date: January 6, 1997

Subject: **CLOSURE OF THE UNIVERSITY DURING INCLEMENT WEATHER**

I. PURPOSE

To outline the university's procedure for closure during inclement weather.

II. REFERENCES

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

[Policy and Procedures 2-59](#), Overtime Compensation for Nonexempt Employees

[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 some of the employees in departments which provide critical services, including, but not limited to: Public Safety, Plant Operations, Food Services, etc. All departments shall designate which employees are needed in the operation of the university even when closure conditions exist.

IV. POLICY

- A. The University of Utah may be closed during normal work hours due to hazardous weather conditions. Closure is 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.
- B. Departments which provide critical services, such as Public Safety, Plant Operations, Food Service, etc., shall develop a departmental plan consistent with University procedures which will be in effect during a University closure. The plan shall identify critical jobs, assign special responsibilities, and set forth any special rules for job coverage, etc. Copies of the plans shall be submitted to the vice president for Administrative Services for distribution. Plans shall be updated if significant changes in procedures and/or personnel warrant it. The vice president for Administrative Services may request updates at periodic intervals.
- C. While the University of Utah may be closed during normal work hours due to hazardous weather conditions, emergencies, or other special circumstances, University of Utah Hospitals and Clinics will remain open. The various elements of University of Utah Hospitals and Clinics all provide critical services to the University community and general public.
 1. All employee positions of the University of Utah Hospitals and Clinics are identified as critical and essential to the mission of the facility.
 2. All employees will report to duty as assigned or requested.

3. In the event of the implementation of the University of Utah Hospitals and Clinics Disaster Plan, its provisions will supersede this policy and procedure.

V. PROCEDURES

- A. When closure of the University during operating hours is considered for any reason, the following procedures shall be followed:
 1. If weather/road conditions which may result in extreme safety hazards to employees and students have developed or are developing, the director of Public Safety and the director of Plant Operations shall assess road, parking lot, and walkway conditions on campus, road conditions in the metropolitan Salt Lake City area, and road conditions in off-campus locations where classes are scheduled.
 2. At 5:30 a.m. and at 2:30 p.m. the two directors shall provide the vice president for Administrative Services with a recommended course of action.
 3. Prior to the 2:30 p.m. evaluation, the directors shall consult with the vice president for Academic Affairs and the vice president for Health Sciences about closure of facilities for night classes.
 4. If, after evaluating the recommendations of the directors of Public Safety and Plant Operations, the vice president for Administrative Services concludes that the University should be closed, s/he will recommend such to the president. With the president's concurrence, s/he will advise the director of University Communications who will be responsible for disseminating the information via a prepared statement to KUED, KUER, and the local news media no later than 6:30 a.m. and 3:00 p.m.
 - a. KUED (Channel 7) and KUER (FM90) are the official and prime sources of information about closure of the University. Students, faculty and staff should refer to KUED and KUER for current reports. Frequently during regular programming and as a continuous announcement at other times, KUED and KUER will provide notice to viewers and listeners of campus closure, the expected time of reopening, the current condition of campus and access roads, and requests that essential personnel report for duty, if possible.
 - b. Individuals who do not have access to KUED or KUER may obtain information about closure of the University by calling 581-6773 in the office of University Communications. The director of University Communications will be responsible for providing and updating a recorded message giving the latest information about University closure, similar to the information provided to KUER, KUED, and the local news media.
 - c. Ordinarily the University will be closed for only a short period of time. Campus conditions will be periodically reevaluated and the closure may be extended if conditions warrant.
 5. If the vice president for Administrative Services concludes that the University should not

be closed, but that students, faculty and staff should be notified of weather and campus conditions, s/he shall so advise the director of University Communications who will disseminate the information to KUED, KUER, and the local news media via a prepared statement. Frequently during regular programming and as a continuous announcement at other times, KUED and KUER will provide this information to viewers and listeners.

6. Should extreme weather conditions develop during the day, the vice president for Administrative Services shall evaluate the conditions and recommend to the president whether or not the University should be closed. If it is decided to close:
 - a. Personnel at work will be notified through supervisory channels beginning with the President's Office notifying each vice president.
 - b. Personnel not on campus but scheduled to work at a later time will be notified through KUED and KUER announcements and where possible, through supervisory channels.
 - c. The director of Public Safety and the director of Plant Operations will consult with the vice president for Academic Affairs and the vice president for Health Sciences about closure of night class facilities, both on campus and off-campus locations. By 3:00 p.m. announcements, relating to night classes should be made by KUED and KUER.
7. During any closure, essential personnel should contact their supervisor for instructions. Their services may be required despite weather or other emergency conditions.
8. Any employee who is on the job at the time the University officially closes may leave the campus if his/her services are not required. Employees will be expected to contact their supervisors or University officials to determine if their services are required before leaving the campus.

To avoid creating traffic congestion, efforts should be made to evacuate the campus gradually by staggering the dismissal of employees at supervisors discretion.
9. Exempt and nonexempt employees, excluding part time hourly and hourly paid temporary employees, will be paid at their regular rate for work hours scheduled but not worked during the time the University is closed.
10. Nonexempt employees, as defined in [PPM 2-68](#), who work at the request of their supervisor or University official (normally limited to emergency and critical support staff) during the time the University is officially closed, will, following the guidelines in [PPM 2-66](#), receive overtime compensation of time-and-one-half or compensatory time.
11. Nonexempt employees, including hourly paid temporary employees, who arrive at their work stations while the University is closed because they were not informed of the closure, and who are not essential personnel, shall contact their supervisor to receive instructions on whether to remain at the work place. If the supervisor approves the employee to remain and work the employee will be paid in accordance with paragraph 10

above. If the supervisor does not authorize the employee to remain, the employee will be paid in accordance with paragraph 9 above.

12. Premium pay is paid in addition to any overtime pay due. Premium pay will not be included in determining the regular hourly rate of pay for the purpose of calculating overtime payments.
 13. Employees who are unable to be at their work stations because of off-campus non-catastrophic weather/road conditions or other off-campus noncatastrophic emergencies during hours when the University has not been officially closed as set forth in paragraphs 4. and 6., above, shall charge such time to vacation, personal preference holiday, or to leave without pay.
 14. Employees who are away from campus on University business, are absent because of vacation, sick leave, military leave, funeral leave, and similar types of absences will not be subject to/eligible for the provisions of this policy.
 15. Each fall, the director of University Communications shall have notices placed on prominent bulletin boards throughout the campus and shall publicize by other means the University's closure policy, and shall request that students, faculty and staff refer to KUED and KUER as the official and prime source of information about closing of the University, cancellation of selected classes, cancellation of night classes, campus conditions, etc.
- B. When closure of the University during operating hours is considered or effected for any reason, the following procedures shall be followed by University of Utah Hospitals and Clinics:
1. Regardless of the closure of the University for any reason, University of Utah Hospitals and Clinics will continue to fulfill its mission.
 2. Employees scheduled for shifts are expected to report for duty as assigned.
 3. In the event of insufficient personnel coverage to maintain services, management may require overtime from staff in attendance or call in unscheduled staff.
 4. Unscheduled employees should make themselves available for telephone notification to come to work, within the confines of their individual situations.
 5. Employees who started at their normal departure time but arrive late for work due to environmental conditions will be paid for their entire shift.
 6. Employees failing to attend a scheduled shift or who communicate with their supervisor a feeling of being at personal risk during the commute due to environmental conditions will be assigned vacation hours, personal preference hours, or leave without pay for the time missed. Probationary, part-time, contract or temporary (per diem, hourly, on call, etc.) employees, or any other employee without paid leave accrual will be given leave without pay.

7. Employees notifying management of personal or dependent family member illness will be treated according to the provisions of University of Utah Policy and Procedures 2-21.
8. Employees' pay will be based on Hospital pay practices and specific industry standards.

Approved: Board of Trustees January 6, 1997

OUTDATED