

Section: Employee/Labor Relations

Section Number: 4.9.6

Subject: Other Working Conditions: University Class Cancellation and Closing Policy

Date of Present Issue: 11/06/03

Date of Previous Issues:
01/82, 07/82, 03/87, 03/95, 01/96, 11/00

POLICY:

The University will remain open at all possible times. However in the instances the University must close or change the schedule of University operations, the following will occur:

<u>Announcement</u>	<u>Definition</u>
University closed	A total University closure is in effect. All University business activities, classes, events, games, etc., are cancelled for the entire day and evening (6:00 a.m. to 10:00 p.m.). Personnel do not report to work, except for designated essential personnel. University entrances will be closed to allow essential employees to operate.
University opens late	A temporary University closure is in effect until the announced time. Students and University personnel must report to classes or work at the noted time. Designated essential personnel may be called-in to work during the University closure time period. University entrances will be closed during the noted time to allow emergency crews to operate.
University closes early	A temporary University closure is in effect at the time announced. Students and University personnel are to leave their classes or work stations at the noted time. Designated essential personnel may be called-in to work during the University closure time period. University entrances will be closed during the noted time to allow emergency crews to operate.
Class cancellation for a specified time period	The University cancels classes, but business activities, events, games, etc. remain open. Students and faculty do not report for classes. University personnel report to, or remain at, work as normal.

The decision to close all or part of the University for reasons of weather, building conditions or disruptive actions, will be made only by the president (or designate) in consultation with the director of the physical plant.

In the event of a University closure or delay in the University schedule, every effort will be made to have public announcements made by 5:30 a.m.

Specific cases and varying conditions or circumstances may require special action or decisions.

- I. In the absence of notification to the contrary, all normal University operations will continue as scheduled.
- II. If the University is going to close, cancel classes, delay opening or close early, a message will be available through local news media, on the University web-site, on the University information hotline (906-635-2858) and by University voice mail and e-mail.
- III. The Regional Sites will operate on the schedule of the host institution. If LSSU classes are to be cancelled, the Regional Site Director will make the decision to cancel classes in consultation with the Vice President for Academic Affairs/Provost.
- IV. "Essential" services will be maintained during a period in which the University is closed. These include:
 - A. Dining Services
 - B. Grounds
 - C. Security
 - D. Health Center
 - E. Heating Plant
 - F. Others may be designated essential as situation dictates.

Supervisors are responsible to annually inform their staff members who is of their essential service employee designation. "Essential" service employees must contact their supervisor at least one (1) hour in advance, or as soon as possible, if unable to report for work due to inclement weather.

V. Following the President's decision to close the University, the following notification steps will be taken:

A. Director of physical plant will:

1. Notify director of public relations, who, in turn, will:
 - a. Notify area news media

- b. Update the University's website
 - c. Notify the director of purchasing and risk manager
2. Notify each vice president.

VI. Whenever the University is closed, all faculty and staff not required for essential operations during the period of closing will be excused from work and be paid as though the period of closing were a holiday. However, it is the University's sole judgement as to who is required to work and who is not. Whenever the University is closed from normal operations, employees will fall into several groups for the purpose of determining pay.

- A. Essential service employees required to work shall be granted equivalent time off work with pay at a later date, to be used within the fiscal year of occurrence.
- B. Employees who report for their regular work period prior to the announcement of closing, but are not required to maintain essential services, will be released from their work stations by their supervisors at the effective time of closing and will be paid for the balance of the scheduled work period.
- C. Non-faculty employees who are unable to report for their regular work period prior to the announcement of closing may use vacation time or leave of absence without pay for the time from the beginning of their regular work period to the effective time of closing, without the requirement of prior approval for vacation. They will be paid for the balance of their work period as though it were a holiday.
Faculty employees who miss classes are responsible for making up the course content.
- D. Any employee who has reported in as sick or was scheduled to be on vacation or other types of paid leave prior to the announcement of closing will be paid as though there were no closing and thus will be charged for sick leave or vacation time for the period not worked.

This policy is in effect seven (7) days a week except holidays when the University is closed.