

EMERGENCY CLOSINGS

Policy statement

The goal of MVNU is to remain open at all times, except in extreme situations and/or emergencies. Reasons to close offices and/or cancel classes include, but are not limited to, inclement weather, power outage, and/or any emergency that may place students, faculty, or staff in imminent danger.

Services that may remain open and/or operating when the offices are closed include, but are not limited to, Administrative Computing, Campus Safety, Dining Commons, Facilities Management, Library, Student Life, and Switchboard. To the extent possible, the Senior Leadership Team will remain on campus during a closing to provide the necessary guidance and decision-making for MVNU.

Procedure

In the event of an emergency closing, Vice President for Academic Affairs, in consultation with the President, will make a decision on options. Decisions regarding online and GPS sites and classes will be determined by the Vice President for GPS and Enrollment in conjunction with the Vice President for Academic Affairs. If the Vice President for Academic Affairs is not available, the Vice President for Student Life and the Vice President for Finance will make the decision. Options include, but are not limited to, the following:

- Cancellation/delay/early release of classes.
- Closing of offices.

Decisions will be determined individually for each site. Decisions will be made as early as possible and communicated appropriately. Avenues for communication include, but are not limited to, e-mail, text, the MVNU web site, and WNZR (90.9 FM).

Off-campus experiences, such as field, student teaching, or clinical experiences, are not automatically canceled when MVNU offices are closed. MVNU supervisors of off-campus experiences must contact the school dean before making the cancellation decision and are responsible for communicating the decision to students and other affected individuals.

Late for Work Allowances

When severe weather conditions are expected to cause 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 supervisors.

Essential Personnel

Essential personnel are those employees whose position is critical to the operation of the university. Employees deemed essential personnel may vary, depending on the situation. Supervisors determine the essential personnel in their area and are responsible for insuring appropriate staffing. (Examples of essential operations include, but are not limited to, facilities management and campus safety.) Essential personnel will need to work, even though the rest of the university may be closed.

Compensation for Hourly Employees

- Non-essential employees who are not required to work or who arrive at work and are subsequently dismissed from work, shall receive regular pay for their scheduled work, as long as these hours occur during the time frame that included the closing. If the employee was not scheduled to work

during the hours of the emergency closing, no compensation will be paid. No compensation beyond regular pay will be paid to those who choose to work when the university has been closed.

- Essential employees who are required to work during a period of emergency shall receive regular pay for the time worked. In addition, they shall be credited, at their choice, with equivalent compensatory time off for the hours worked or be paid for the hours worked at a straight-time rate. Compensatory time shall be used as soon as practical after the emergency closing.
- Temporary staff employees will not receive compensation for emergency closings, unless they are deemed essential employees.

Note: Employees on vacation, disability, sick leave, or special leave will not be entitled to the provisions of this policy.

Note: Hourly employees (essential & non-essential) are required to submit time marked as "Emergency Closing," along with the appropriate dates and hours.

Version	Approval Date of Version	Version Type
06-January-2014	Senior Leadership Team, January 20, 2014	<ul style="list-style-type: none">• Policy Statement and Procedure• Define "Essential Personnel" and compensation for service during period of an emergency