POLICY STATEMENT

In accordance with its official Emergency Operations Plan, the University of Minnesota Duluth (UMD) campus, portions of the campus, or building(s) will be closed in the event that a situation poses a serious risk to the health, safety, or security of the University community, research animals, or other mission critical assets.

Determination to Close

The Chancellor or Officer of the Day (OOD) will determine when a situation warrants a closure or cancellation of classes (e.g., adverse weather conditions, hazardous material release, terrorism, or other threat). Consultation with the Executive Vice Chancellor for Academic Affairs, the Vice Chancellor for Finance and Operations, the Vice Chancellor for Student Life, other senior leadership and relevant staff will occur prior to making the decision to close or cancel classes, time permitting, and depending on the nature of the situation or the protocol as defined in the Emergency Operations Plan.

Closing Notification

Faculty, staff, and students will be notified as quickly as practical through internal and external communications systems, including, as appropriate, the University's e-mail, TXT-U, Portal, home page and (when appropriate) tone alert radios, as well as broader external media resources (television, radio), once a decision is made to execute a closure or cancel classes. This notification will be specific about the closure start and end times. Additional communications with specific information regarding other buildings or outlying properties will follow if they are to be closed as well.

Employee Identification

In the event of any closure, faculty, staff and student employees will be identified as belonging to one of the following groups:

- **Administration:** Campus administrators (Chancellor, vice chancellors, associate vice chancellors, deans, associate deans) who will continue their duties on- or off-campus, as needs dictate
- **Essential Employees:** Staff and researchers who have previously been identified by their supervisors in writing as essential to the safety of the campus, research animals or projects requiring care that must be maintained throughout an emergency; and who are required to come to, or remain on, campus unless specifically directed by their supervisors not to report
- **Mission Vital Employees:** Faculty, staff or students who provide key services that may be needed during an emergency (determined on a case-by-case basis and dependent upon both the nature of the emergency and time of the academic year)
- **Others:** Faculty, staff and student employees that are not pre-identified as belonging to one of the above categories, and who will not report to work until notified that the closure has ended

To ensure the safety of the campus community, UMD Police may direct any employee not in the Administration, Essential or Mission Vital groups to leave the campus work areas until the emergency closure has been lifted.

Special Situations

Events with UMD sponsorship and non-UMD events held on the campus, such as admissions visits or college entrance examinations, are subject to the official general closing (with several exceptions noted below).
In the event that day classes are canceled, any on-campus Continuing Education classes will also be canceled. Should a storm develop after day classes have begun, the Executive Vice Chancellor for Academic Affairs will consult with the Chancellor, who is responsible for the decision to cancel evening on-campus Continuing Education classes. This decision will be made no later than 4 p.m. on the day in question for evening classes and by 7:30 a.m. for Saturday classes. Class cancellation does not include other campus events, services or programs. It is possible to close evening classes even if day school classes have not been canceled; however, should day school classes be canceled, evening classes will also be canceled.

Certain major public events such as men’s and women’s intercollegiate athletic events, concerts, and lectures will be canceled or postponed through a special or additional proclamation and are not subject to the official general closing announcement. The Chancellor or Officer of the Day will determine whether the public event may be held. Consultation with the Executive Vice Chancellor for Academic Affairs, Vice Chancellor for Finance and Operations, Vice Chancellor for Student Life, other senior leadership and relevant staff will occur prior to making the decision to close, time permitting, depending on the nature of the situation or the protocol as defined in the Emergency Operations Plan. The event sponsor must contact University Marketing and Public Relations once a closing is announced so that a list of such events may be compiled for review and so that the decision related to the status of the event in light of the closure may be communicated properly.

REASON FOR POLICY

UMD recognizes the need to prepare for unexpected situations or respond to weather that may require the closure of all or part of a campus; to identify the decision-making hierarchy for such closures; to ensure timely notification to students, staff, faculty, and visitors; and to confirm affected individual responsibilities in the event of a closure.

PROCEDURES

The Chancellor or Officer of the Day, after consultation with senior leadership and relevant staff, will make the decision to close all or part of the campus. The Chancellor, Executive Vice Chancellor for Academic Affairs, Vice Chancellor for Finance and Operations, or Vice Chancellor for Student Life will then notify the Director of University Marketing and Public Relations (UMPR) of the decision and outline the message to be disseminated. Following that notification, the next action steps will be:

- UMPR staff will be assigned to send the designated text message to cell phones and the email message. If no UMPR staff are available to do this, the Director of Information Technology Systems and Services (ITSS) will be contacted to perform, or assign ITSS staff to perform, this function.
- UMPR staff will enter the designated message on the Portal and the UMD home page, or will request one of the authorized campus communicators to do so. The person who posts the message will also be responsible for removing it when the closing is lifted.
- UMPR staff will notify all radio and television stations. In the event that UMPR employees are not available to perform this function, the Chancellor or OOD will assign an administrator to take responsibility for this function. Every September, UMPR will provide all senior administrators with an updated list of the current phone numbers and confidential codes or pin numbers necessary to fulfill this responsibility.
- UMPR will coordinate assigning a person to update the Snow Advisory Hotline (726-SNOW /726-7669).

When the decision is made to close UMD, the Chancellor’s Office will notify the President’s Office and the Board of Regents Office.

EMERGENCY CLOSING/CLASS CANCELLATION TIMES

Typical Campus Emergency Closing/Class Cancellation Times:

1. Closing/class cancellation/starting at normal business hours

   When possible, the decision and announcements will be made before 6 a.m. Closings due to weather will normally cover only the day and evening of the announcement. The duration of the closure will be specified in the announcement. If it is intended to cover a longer period than that day and evening, the time covered will be specifically identified in the announcement. Evening classes and programs will be closed unless the closing announcement or subsequent announcements specifies otherwise.
2. **Closing/starting after normal business day has begun**
   To the extent possible, two hours of lead-time will be provided in order to organize transit services. Units notified of a closing or cancellation of classes by University Marketing and Public Relations are asked to assist in communicating closing announcements in whatever ways they can. Midday closings/cancellations will be communicated in a variety of means as appropriate, including but not limited to tone alert radios, email, text message alert (TXT-U), and postings on the Portal and UMD home page (www.d.umn.edu).

3. **Closing/class cancellations during evenings and weekends**
   The decision and announcement responsibilities are the same as in a "day school" closing. The decision to close/cancel classes should be made by 4:00 p.m. for evening classes and by 7:30 a.m. for Saturday classes. Evening or Saturday class closings do not include other UMD campus events, services, and programs unless specified. Unless otherwise noted, cancellation of Saturday or evening classes will cover classes only for the day the announcement is made.

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**CAMPUS UNITS OPERATING DURING EMERGENCY CLOSINGS**

1. **Essential Units:** Because of the nature of their activities, the following campus departments having critical units must remain open during an emergency closing: Department of Police, Facilities Management Heating Plant, Animal Services, and Information Technology Systems and Services. (For policy purposes, “essential” is defined to be “required to protect the health and safety of human and animal life and the basic security of the campus’ physical plant and equipment.”) Essential Employees in these functional areas will be expected to report to work during emergency closings. In the event these Essential Employees leave their work assignment without permission during an emergency closing, they are subject to discipline.

2. **Mission Vital Units:** Several units may be considered mission vital, depending upon the time of year, the nature of the emergency and the presence of students. These units include Facilities Management (beyond the Heating Plant), Dining Services, Health Services, and Housing and Residence Life. Additional units may be identified by the Chancellor or OOD depending on the situation and circumstances necessitating the closing. Employees in these functional areas may be asked to work during emergency closings but are not subject to discipline for declining to do so.

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**PAY PROVISIONS DURING EMERGENCY CLOSINGS**

When UMD decides to close the campus and/or a building(s); the following general pay principles are in place:

1. Closing at the start of normal daytime business hours. All employees will be paid according to their normal work schedule. Closing during evenings and weekends will be treated similar to the closing during a normal business day.

2. If any employee is scheduled to be on vacation, a paid medical leave or an unpaid leave, the vacation/sick or pay type arranged for that day will remain in place. An employee will not benefit by receiving pay for a day previously scheduled to be off (vacation/FMLA/sick/unpaid, etc.).

3. Closing after the start of normal business day has begun. The pay practices outlined by the specific employee type will determine how individuals will be paid. These pay practices will follow the rules or bargaining unit agreement specific to the employee or as outlined below.

4. If an emergency situation occurs and closing is determined, locations off the UMD campus such as Glensheen, NRRI, and departments operating from other locations or holding special events should contact their vice chancellor or unit head to determine whether or not their facility will be closed or remain open. If the facility continues to operate under normal working conditions, even though the main UMD campus is closed, no special pay or time off is given because the facility was open for normal business operations.
Non-Exempt Civil Service and Labor Represented Employees (Non-Faculty)

1. Employees whose work schedule begins during an official closing will not be required to report to work unless there are at least four hours remaining on their shift when the closing officially ends. If their work schedule begins during an official closing, they will be paid for their scheduled hours.

2. Employees who are at work when an official closing is declared will be sent home and paid for the balance of their scheduled hours.

3. Employees on approved vacation, personal holiday, sick leave, or leave of absence without pay when an official closing is declared will be charged for vacation, personal holiday, sick leave, or leave without pay as previously arranged.

4. Employees required to work during an emergency closing that falls within their normal work week will be awarded equivalent time off at regular pay for hours worked during the official closing. Time off granted under this policy must be authorized and approved by the supervisor and must be taken at a time convenient to the department. If an employee works additional hours, the hours may be subject to overtime provisions in the Civil Service Rulebook or the appropriate collective bargaining agreement.

5. If required to work, employees on Temporary, Casual appointments will be paid for hours worked only.

Represented Bargaining Unit Employees (Non-Faculty)

AFSCME:

Clerical & Office Unit: Follow Article 14, Section 2 for Essential Employees. Under Section 3, Mission Vital employees will be awarded equivalent time off at regular pay for hours worked during the official closing. Time off granted under this policy must be authorized and approved by the supervisor and must be taken at a time convenient to the department. If an employee works additional hours, the hours may be subject to overtime provisions in the bargaining unit agreement.

Health Care Unit: Follow Article 4, Sections 5 & 11. Employees identified as Mission Vital will be awarded equivalent time off at regular pay for hours worked during the official closing. Time off granted under this policy must be authorized and approved by the supervisor and must be taken at a time convenient to the department. If an employee works additional hours, the hours may be subject to overtime provisions in the bargaining unit agreement.

Technical Unit: Follow Article 14, Sections 2 & 11. Per these sections, follow the AFSCME Clerical emergency pay procedures. Mission Vital employees will be awarded equivalent time off at regular pay for hours worked during the official closing. Time off granted under this policy must be authorized and approved by the supervisor and must be taken at a time convenient to the department. If an employee works additional hours, the hours may be subject to overtime provisions in the bargaining unit agreement.

TEAMSTERS:

See call back pay Article 17 of the agreement. Individuals called in to work must be contacted by seniority. Employees notified as Essential must arrive at work. Mission Vital employees, may turn down a call-back/call-in, however the supervisor calling must document the declination of the call-back before moving to the next most senior employees.

Teamsters will receive pay for the emergency closing. They will receive equivalent time off on another day that is agreed upon by management if they work during the closing.
Academic, Professional & Administrative and Exempt Civil Service Employees

Academic, Professional & Administrative and exempt Civil Service staff, as well as graduate assistants (excluding those employed through Work-Study) will be paid their normal salaries during an official emergency closing, but they will be expected to make arrangements to handle those responsibilities not carried out because of the emergency closing. The labor represented faculty will be governed by the conditions stated in their collective bargaining agreement.

Student Employees Not Employed Through the Work-Study Program

Student employees not requested to work during an official emergency closing that falls within their normal work schedule will be paid at regular pay for hours worked during the official closing. If a student works additional hours, the hours may be subject to overtime provisions as outlined in the administrative policy: Student Employment.

Student employees requested to work during an official emergency closing will be awarded equivalent time off from their normal work schedule at regular pay. Time off granted under this provision must be authorized and approved by the supervisor and must be taken at a time convenient to the department. Certain departments may have approved exceptions to this policy. Student employees are asked to please check with your department for further information.

Student Employees Employed Through the Work-Study Program

Work-Study funds are prohibited from use during an official closing. Any Work-Study student employees who are requested to work during an official emergency closing that falls within their normal work schedule must be paid in full from departmental budgets. If a student employee works additional hours, the hours may be subject to overtime provisions as outlined in the Administrative Policy: Student Employment. If the emergency closing is for an extended period of time, students are encouraged to contact the Financial Aid Office/One Stop Student Services regarding any implications to their financial aid as a result of payment with non-Work-Study funds.

Work-Study student employees who work during an official emergency closing will also be awarded equivalent time off at regular pay for hours worked during the official closing. Time off granted under this provision must be authorized and approved by the supervisor and must be taken at a time convenient to the department.

Work-Study student employees, who are not requested to work and are scheduled to work during an official emergency closing, may not be paid with Work-Study funds for their regularly scheduled hours. Federal regulations prohibit payment of Work-Study funds during an emergency closing and also for any hours not actually worked. Departments are asked to reschedule Work-Study students for the hours they would have worked during an emergency closing.

Further Information

Questions about personnel or compensation issues related to potential or actual closings should be directed to your local campus, college, or administrative unit HR administrator, or as needed, to the Director of UMD Human Resources & Equal Opportunity. Regarding questions dealing with student employees, contact Student Employment within the Department of Human Resources & Equal Opportunity.

FREQUENTLY ASKED QUESTIONS

There are no FAQs associated with this policy.
ADDITIONAL CONTACTS

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<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Fax/Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Contact(s)</td>
<td>Stephen W. Keto, Vice Chancellor for Finance &amp; Operations</td>
<td>218-726-7101</td>
<td><a href="mailto:swketo@d.umn.edu">swketo@d.umn.edu</a></td>
</tr>
<tr>
<td>Emergency Operations Plan</td>
<td>Sean Huls, Chief of UMD Police</td>
<td>218-726-8711</td>
<td><a href="mailto:shuls@d.umn.edu">shuls@d.umn.edu</a></td>
</tr>
<tr>
<td>Personnel/Compensation Issues During Closing</td>
<td>Karna Kurtz, Interim Director of Human Resources &amp; Equal Opportunity</td>
<td>218-726-6326</td>
<td><a href="mailto:kurtz021@d.umn.edu">kurtz021@d.umn.edu</a></td>
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DEFINITIONS

Adverse Conditions
Adverse conditions include severe inclement weather conditions that pose serious risk to the health or safety of UMD personnel and/or students.

Emergency/Disaster Conditions
Emergency/Disaster conditions may exist as a result of a natural or human-caused disaster, a civil disorder that poses an imminent threat of serious injury to persons or property, or other seriously disruptive events where extraordinary measures are required immediately to avert, alleviate, or repair damage to campus property or to maintain the orderly operation of the campus.

Essential Employees
An employee who has been designated as critical to the operations of the UMD campus or buildings, whose presence is required regardless of the existence of an emergency condition, and whose absence from duty could endanger the safety and well-being of the campus population, research, and/or physical plant. Those employees deemed "Essential" must be notified of such designation by their supervisor and in writing. Essential Employees are required to report to work in the event of a closing unless specifically informed by their supervisor that they are not to report.

Mission Vital Employees
Employees may be designated as "Mission Vital" on a situational basis, e.g., in the event of an emergency and requested by their supervisor to work.

Officer of the Day (OOD)
Individual designated by the UMD Chancellor with full authority to act on their behalf in handling emergencies affecting the campus. The OOD must always be available for a rapid response to campus issues. The Chancellor arranges for an alternate when not available, and communicates this schedule to the University system President, the campus vice chancellors and their staffs, the Chief of Police, and others on campus.

University Email
University email is the official system of communication with students (see Administrative Policy: Using Email as Official Student Communication).

TXT-U
TXT-U is the University of Minnesota's emergency notification text messaging system. Students, faculty, and staff can stay informed about critical campus class, safety, and closing information by registering to receive TXT-U messages. University employees and students may register for TXT-U here.
RESPONSIBILITIES

All Employees and Students
Listen to media announcements and monitor the UMD home page for specific closing information. Maintain current information for TXT-U, the University’s emergency text message notification.

Building Evacuations
In the event of building closings, everyone in the building must follow the instructions communicated by authorized individuals (e.g., University Police, Environmental Health and Safety, Local Fire and Law Enforcement or other emergency responders (i.e. EMS)).

Officer of the Day
Assess emergency/disaster situations and make decisions on whether to close all or portion(s) the UMD campus in the event of an emergency/disaster. Act as the Chief Executive in the event of campus emergencies/disasters and in the Emergency Operations Center (EOC). Make appropriate contact with other senior University and campus officials, government, community, and private sector entities. Brief the University President and system offices as required. Make staffing and funding decisions to support the emergency response. Approve internal and external communications relating to the emergency. Ensure overall system coordination/response including system campuses.

University Marketing and Public Relations
Communicates in a timely and accurate manner with people both internal and external to the campus on closures or class cancellations for the UMD campus and manage public communication regarding same.

Unit Administrators
Develop a specific set of procedures for their own units within the guidelines of overall University policies and procedures. Notify Essential employees as to their designation and responsibilities in the event of an emergency closing. Develop, maintain, and execute a Continuity of Operations Plan (COOP) if applicable.

RELATED INFORMATION
- Administrative Policy: Continuity of Operations (COOP)
- Appendix: Critical Operating Units

HISTORY
Effective:
Academic Year 2016-17