

Title/Subject: **CLOSING THE UNIVERSITY OR DELAYING OPERATIONS DUE TO WEATHER OR OTHER ADVERSE CONDITIONS**

Applies to:  faculty  staff  students  student employees  visitors  contractors

Effective Date of This Revision: December 1, 2008

Contact for More Information: Public Relations and Marketing

Board Policy  Administrative Policy  Procedure  Guideline

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#### **BACKGROUND:**

Under certain conditions, including weather-related conditions, it may become necessary to delay operations or close the university. The authority for such decisions has been delegated by the Board of Trustees to the President, who has assigned such decisions to the Vice President of Finance and Administrative Services.

#### **PURPOSE:**

This policy provides clear, concise instructions to help ensure timely communication using the most efficient and effective communication tools available to transmit information regarding any delay in operations or closure of the university in a timely fashion.

#### **PROCEDURE:**

In the event of inclement weather, Central Michigan University may delay or cancel operations. The decision will be made in consideration of available information. If it is determined that conditions warrant action one of the following decisions may be made regarding the status of classes and the operation of the university:

- The university is delaying classes/operations. This means all classes, offices, buildings and events are cancelled/closed except residence halls and residence hall dining facilities until 11:30 a.m. Employees who work in 24-hour operations or whose services may be needed during the closure (e.g. powerhouse, custodial, police, switchboard, snow removal crews) should check with their supervisor for specific instructions relative to reporting for work. All other employees are not expected to report to work until the University reopens, and should check with the sources noted below. A decision to amend the delay to closing the university for the day will be made no later than 10 a.m. Notification procedures are included later in this document.
- The university is closed. This means all classes, offices, buildings and events are cancelled/closed except residence halls and residence hall dining facilities. Employees who work in 24-hour operations or whose services may be needed during the closure (e.g. powerhouse, custodial police, switchboard, snow removal crews) should check with their supervisor for specific instructions relative to reporting for work. This decision will be made no later than two hours prior to the start of classes/events, e.g.: 6 a.m. for 8 a.m. classes/events and 1:30 p.m. for evening classes/events that start at 3:30 p.m. or later. Notification procedures are included later in this document.

The Vice President for Finance and Administrative Services will confer with the Chief of Police, and the Associate

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Authority: M. Rao, President

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Indexed as: Closing the University, Delaying Operations, Adverse Conditions, Inclement Weather; Weather – closing

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Vice President of Facilities Management to determine if closing or delaying activities is warranted. The Vice President for Finance and Administrative Services will inform the President of the decision to close or delay operations of the university and then contact the Director of Media Relations in Public Relations and Marketing. The Director of Media Relations will update the CMU Information Line (774-7500) and contact the media.

If the Vice President for Finance and Administrative Services is not available to make this decision, the Associate Vice President of Facilities Management will be empowered to act on the Vice President for Finance and Administrative Services' behalf. If the Associate Vice President of Facilities Management is not available, the Chief of Police will make the decision. If all three are unavailable, the decision will be made by the Provost.

If the Director of Media Relations is not available to contact the media and update the CMU Information Line, the Assistant Director of Broadcast and Web Communications will handle these actions. The Associate Vice President for Public Relations and Marketing will serve as back up if the Director of Media Relations and the Assistant Director of Broadcast and Web Communications are both unavailable.

The responsibility for contacting the media for off-campus site closures rest with the individual site coordinator.

Each office responsible for an action listed below should have a primary individual and a backup person designated to carry out the steps outlined.

All individuals involved in this process should keep the necessary information handy, both in their office and at home, to carry out their assigned duty.

Once the public relations and marketing office has been notified the following actions will be taken:

- Action 1: Update the CMU telephone information line 774-7500  
Responsible Office: Public Relations and Marketing
- Action 2: Contact broadcast media and the CMU operator  
Responsible Office: Public Relations and Marketing
- Action 3: Place message on CMU's homepage – www.cmich.edu  
Responsible Office: Public Relations and Marketing
- Action 4: Distribute an e-mail to everyone in the CMU directory which includes everyone with a cmich.edu e-mail address. This will include all students, faculty, staff, non-university employees who work on-campus, off-campus program employees, and some alumni and friends of the university.  
Responsible Office: Information Technology
- Action 5: Distribute a global blackboard message to students  
Responsible Office: Information Technology
- Action 6: Contact the main desk in each residence hall and have the person on duty post notices and notify appropriate residence life staff  
Responsible Office: CMU Police
- Action 7: Send an automated emergency phone blast to select individuals  
Responsible Office: CMU Police

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Communications During a Power Failure

- Utilize cell phones if necessary.
- Establish a command center at the Combined Services Building in the police department where phones and auxiliary power are available.
- Prepare a media contact folder with phone numbers, appropriate messages, and instructions to be housed at the command center that can be used by the person on-duty in the event others cannot travel to the center.

Pay Practices

- An official university “closure” begins at the time set forth in the formal closure announcement and ends at the earlier of the time operations resume following a delayed opening or 11:59 p.m. of the same day of the closure.
- Employees who report for their regular shift as scheduled and who are sent home before their shift ends because of an official university closure will be paid their regular pay rate for all scheduled hours worked during that shift as well as for all hours scheduled but not worked for the balance of their regular shift.
- Employees who are scheduled to work on the day of the closure and who, prior to the announcement of the official closing, call in to inform their supervisor that they do not intend to report for work due to inclement weather, will be required to charge the scheduled time not worked prior to the official time of closure to vacation, personal time or lost time (if no paid time is available). The balance of the regular schedule not worked after the official time of closure will be paid at their regular rate.
- Employees whose regular shift on the day of the closure is scheduled to start after announcement of an official closing will not be required to report for work and will be paid for the hours scheduled but not worked during the closure. Portions of such regular work shift that extend beyond 11:59 p.m. of the day of the closure (or beyond the time operations resume, if the closure is the result of a delayed opening) may, with supervisory approval, be covered by vacation, personal time or lost time (if no paid time is available).
- Employees who were on pre-approved absences during the closure period will be required to use that leave pay during the closing.
- Hourly employees who work in 24-hour operations or whose services may be needed during the closure (e.g. powerhouse, custodial, police, switchboard, snow removal crews) should check with their supervisor for specific instructions relative to reporting for work. If required to work during the closure, these employees shall receive their regular rate of pay for all hours worked during the closing and will receive compensatory time off at the rate of one hour for each hour of work actually performed during the period that the university is officially closed.

*Central Michigan University reserves the right to make exceptions to, modify or eliminate this policy and or its content. This document supersedes all previous policies, procedures or guidelines relative to this subject.*