

## **Inclement Weather Closing**

In order to ensure continuity of services to students and the public, the University of St. Thomas rarely closes. It recognizes, however, that severe weather conditions or other emergencies may require the University to close or cease parts of its campus operations. Should this occur, the University will follow the guidelines provided below.

- The University administration maintains a weather emergency tele-chain communication network. This network is activated by the Executive Vice President / Chief Academic Officer. Supervisors and managers who are notified of the closing by their immediate supervisor shall, in turn, notify each employee who reports directly to them of the decision.
- Since the timing of a campus closing decision is important, as students, faculty, and/or staff may already be in route to the campus, the University will make the decision by 6 a.m., whenever possible.
- WCCO Radio (AM 830) is designated as the official closing notification station. WCCO is a “clear channel” station and its signal can be clearly received by all radio listeners in the Twin Cities metro area. All students, staff, and faculty will know exactly what decision has been made if they listen to WCCO Radio. The station will continue to update all closing information between 6:00 and 8:00 a.m.
- In addition to WCCO, the University will notify several television stations and other radio stations of the closing decision. They, in turn, will broadcast the closing information.
- A community wide message will also be enacted in each voice mail box as well as on the university’s switchboard announcing the official closing.
- When the University is officially closed, all classes are canceled, and all administrative offices are closed for the day. If the inclement weather subsides as the day progresses, evening classes and activities will continue as scheduled, if the decision is announced on WCCO Radio. This decision will be made no later than 4:00 p.m.

### **Emergency Essential Personnel**

During a campus closing, employees working in emergency essential areas or functions are required to report to work. Emergency essential personnel are employees who have been designated as vital to the operation of the University during emergencies, whose presence is required regardless of the existence of an emergency, and whose absence from duty could endanger the safety and well-being of the campus population and/or the university’s physical facilities. Below is a list of the positions and/or functions that meets the definition of emergency essential areas.

- Public Safety Officers
- Certain Physical Plant employees, such as Physical Plant managers, building service workers, grounds workers, shift supervisors and manager, maintenance mechanics, and electricians

- IRT Server Administrators
- Food Service Workers

Please note that during the fall and spring semesters when the University is officially closed due to inclement weather, the O'Shaughnessy-Frey Library Center and the Ireland Library will attempt to be open with a limited staff.

Employees working in positions designated as "emergency essential" are expected to remain at work if the campus closes during their regular work schedule, or to report to work if the campus closing announcement is made before their regular work schedule begins.

### **Staff Compensation during an Emergency Closing**

With some exceptions, as noted below, the University provides an authorized paid absence from work to those employees whose positions are not listed as "emergency essential" and who were scheduled to work on the day of the emergency closing. Other employees are compensated as follows.

- (1) Regular staff whose positions are designated "emergency essential" shall receive pay for hours actually worked the day of the emergency closing in addition to their regular pay for all scheduled work hours that day.
- (2) Regular staff scheduled to work, except those in positions designated as "emergency essential personnel" are not required to call in or report to work when the University is closed and will receive their regular base rate of pay for hours scheduled. Part-time employees will be paid for the number of hours previously scheduled to work.
- (3) Staff represented by a union will be compensated according to the terms of their collective bargaining agreements.
- (4) Employees not scheduled to work on the day of the emergency closing will not be paid for that day.
- (5) Hourly employees who staff the libraries will be paid for hours actually worked the day of the closing in addition to regular pay for hours scheduled to work that day.
- (6) Employees who are on approved vacation leave when a University closing is declared are not eligible for the paid emergency closing day. Likewise, employees who previously requested and received approval to take any type of paid or unpaid leave of absence (such as vacation, PLT, etc) shall not be compensated for the emergency closing.
- (7) Employees who are unable to report to work due to weather conditions but during times when the University is open may use vacation, Paid Leave Time (PLT), or take an unpaid leave of absence. However, the University expects employees to make a good faith effort to report to work during inclement weather if the University has not declared an emergency closing.