



<b>Policy:</b> Emergency Short Term Closing	<b>Policy No:</b> I-5.5
<b>Policy Owner(s):</b> Human Resources	<b>Original Date:</b> 03/10/2006
<b>Last Revised Date:</b> 6/4/2019	<b>Approved Date:</b> 6/4/2019

- I. **POLICY:** John Carroll University may be officially closed because of inclement weather, natural or public disasters, energy system failures or other similar emergencies.
- II. **PURPOSE:** The purpose of this policy is to establish notification and compensation procedures for employees in situations when the University closes due to an emergency situation.
- III. **SCOPE:** All employees of John Carroll University.
- IV. **PROCEDURES:**
- A. Information regarding the decisions to close or curtail University operations will be announced via the JCU Alert text messaging service, postings on the JCU website, and via email. Local media and community websites may also have information about the latest closings. In the absence of any announced changes in operations, employees should assume that the University will be operating on a normal schedule.
  - B. In an emergency, decisions will be communicated via the JCU Alert system. The urgency of a situation may demand that decisions be made quickly. Furthermore, depending on the type of event, the instructions of local, state or federal law enforcement, and/or health and safety officials may take precedence over University policies or practice.
  - C. When the University is closed, only authorized and necessary personnel will be required to report to or remain at work. Necessary personnel will be determined on a case-by-case basis and will be designated by their division's Vice President and communicated with by their supervisor.
  - D. Non-exempt employees who have not been deemed as necessary yet have need to work, either remotely or on campus, must be granted permission by their supervisor.
  - E. **Compensation During Short-Term or Emergency Closing:**

- a. The University will compensate employees for their normally scheduled time for the first two (2) days of an emergency situation. Should the University be closed for more than two (2) days, decisions about pay and work schedules will be made based on the nature of the emergency.
- b. Employees on previously scheduled sick leave or pre-approved vacation or personal time are required to report the closed time on their timesheets as previously scheduled or pre-approved.
- c. Full-time, exempt employees will be compensated at their normal pay rate for the day.
- d. Full- and part-time, non-exempt employees who are not working as necessary personnel will be paid for the time they were scheduled to work on the day of the closure. For the purposes of overtime calculations, hours paid for closure are considered time not worked.
- e. In the case of partial-day closures, supervisors should flex their employees' schedules or provide an alternative start or end time so that the total hours earned for closed and actual time worked equals the previously scheduled work day, usually 7.5 hours.
- f. Necessary personnel will be paid for time worked per their department's guidelines.

CROSS REFERENCE:

[Hours Worked and Overtime](#)