

Policy: Emergency Short Term Campus Closure or Reduced Operations	Policy No: I-5.5
Policy Owner(s): Human Resources	Original Date: 03/10/2006
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- I. **POLICY:** John Carroll University may be officially closed or reduce operations 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 or reduces operations due to an emergency situation.
- III. **SCOPE:** All employees of John Carroll University.
- IV. **DEFINITIONS:**
- A. **Campus Closure** (also referred to as Closure): In the face of an emergency that will create conditions that pose a risk to the health and/or safety of the campus community, the University will be declared closed and classes cancelled.
 - B. **Essential Personnel:** Authorized and necessary employees who must report to work on campus in order to maintain the critical functions of the University. Essential employees maintain the safety and well-being of students, faculty, and staff who may be remaining on campus during emergency events.
 - C. **Reduced Operations:** (also referred to as Curtailed Operations): Temporary changes in modes of instruction, the level of campus services, and/or operating hours of on-campus services in response to an emergency that may be projected and prepared for in advance.
 - D. **Remote Work:** (also known as Work From Home [WFH]) or telecommuting) is a flexible working arrangement, aided by technology such as the internet and cellular phone service, which allows an employee to perform essential job duties from a remote location away from campus. Remote Work is subject to University telecommuting policies including those related to equipment use, data and network security and performance expectations.

V. **PROCEDURES:**

- A. Information regarding the decisions to close or reduce 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 about [Campus Closure](#) or [Reduced Operations](#) 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. The decision to close campus or reduce operations is made when the campus is, or is expected to be, unprepared for parking and pedestrian traffic; local road conditions are projected to be hazardous and preclude continuation of public transportation; and/or there are utility and power outages that impact the working environment. The University's goal is to announce a [Closure](#) or [Reduced Operations](#) prior to the day of an event, and in particular a weather event, when possible.
- D. Whenever residential students are able to remain on campus safely during a [Closure](#) or [Reduced Operations](#), there will continue to be limited dining services and on-campus Student Affairs staff who can provide a level of support to residential students. The JCU Police Department and facilities services also will remain available to maintain safety and well-being during the emergency.
- E. During [Campus Closures](#), most administrative and academic buildings may be locked and only accessible via campus card access unless otherwise approved by Provost or the Vice President of Finance and Administration. The Lombardo Student Center will remain open unless otherwise noted.
- F. When the University is closed, only [Essential Personnel](#) will be required to report to or remain at work. [Essential Personnel](#) will be designated by their division's Vice President and communicated to by their supervisor. Whenever possible, the divisional Vice President will designate and notify [Essential Personnel](#) for the division in advance of any emergency. During an emergency, the divisional Vice President and the supervisor will determine coverage by [Essential Personnel](#). If an employee is unsure if their position is considered an essential position, the employee should check with their supervisor, who is responsible for determining essential employee eligibility.
- G. Employees who have not been deemed as essential yet have pressing need to work on campus during a [Campus Closure](#) must be granted permission by their supervisor and division Vice President.

- H. In the case of less severe emergency situations or emergencies which are projected to impact the community for less than a full work day, the University may choose to [Reduce Operations](#) allowing for flexibility on the level of campus services depending on the emergency event and the needs of students.
- a. Division and department heads should communicate with students and employees about their services that will be available during the emergency and determine the timing of when employees should report to campus or whether they may work remotely.
 - b. Faculty and instructors for in-person or hybrid classes are expected to update students via Canvas course sites and/or follow faculty course-specific guidance for alternate plans. On-line classes will continue as scheduled.
- I. [Compensation During Short-Term Emergency Closure or Reduced Operations](#):
- a. In the case of a [Campus Closure](#), 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.
 - i. Full-time, exempt employees will be compensated at their normal pay rate for the day.
 - ii. Full- and part-time, non-exempt employees who are not working during the emergency [Closure](#) as [Essential 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.
 - b. In the event of [Reduced Operations](#), non-essential exempt and non-exempt employees who are directed not to come to campus, should work remotely if their essential job functions can be performed away from campus. Employees should perform their work during their regularly scheduled hours and will be paid for all hours worked.
 - c. In the event of [Reduced Operations](#), non-essential, non-exempt employees who are directed not to come to campus during a period of [Reduced Operations](#) and/or whose essential job functions cannot be performed away from campus will be paid for scheduled time for the first two (2) days of an emergency situation that caused the [Reduced Operations](#). Should the University's or department's operations be reduced for more than two (2) days, decisions about pay and work schedules will be made based on the nature of the emergency. For the purposes of overtime calculations, hours paid for [Closure](#) are considered time not worked.

- d. 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.
- e. In the case of personal situations that cause an employee to be unable to perform [Remote Work](#) or report to work as assigned during [Reduced Operations](#), for reasons like utility outages, transportation challenges, or child care needs, supervisors should attempt to flex their employees' schedules during the same work week (Sunday-Saturday) 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, or workweek, usually 37.5 hours. Alternatively, if flexing a schedule is not possible, the employee can utilize vacation or personal time to account for the missed work hours.
- f. [Essential Personnel](#) will be paid for time worked during a [Campus Closure](#) or [Reduced Operations](#) per their department's guidelines.

CROSS REFERENCE:

[Hours Worked and Overtime](#)

[Attendance and Punctuality](#)

[Telecommuting](#)