



BUSINESS POLICY AND PROCEDURE MANUAL	Date Issued: 9/90	Revision Date:	Page: 1 of 1
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	Section: ADMINISTRATION		
Subject: SUSPENDING OPERATIONS			

GENERAL STATEMENT OF POLICY

It is the policy of the University to maintain its teaching, public service, and operational activities in accordance with established schedules. To this end, the suspension or cancellation of classes or the temporary suspension of campus operations will be avoided whenever possible.

The University is an adult community. Contrary to elementary or secondary schools, the University does not abandon its operations to protect small children from potential travel or weather hazards. Students, faculty, and all staff are urged, however, to use discretion and judgment in order not to endanger themselves. In the event of an emergency, one should weigh the risks of travel to and from the place of study or work carefully, utilizing the best available public news disclosures or phone calls to University offices.

Should the entire community come under a state of emergency, the University will follow stated emergency procedures.



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OPERATING PROCEDURES

1. The President of the University is authorized by the Board of Regents to suspend temporarily operations of the University in the event of an emergency. The President may delegate authority to suspend academic operations to the Provost or to the Vice Provost when appropriate, and the President may delegate authority to the Vice President for Finance & Administration to suspend financial, personnel, or other operations when appropriate.
2. Suspending or rescheduling of individual events, activities, plays, athletic contests, or programs shall be the responsibility of the person authorized by the Provost or appropriate Vice President to schedule the event.
3. In the event University classes are cancelled due to a state of emergency or severe weather, offices may also be closed. When offices are closed, all work responsibilities for staff members will cease except those essential functions such as duties assigned to the Department of Public Safety Office, Facilities Management, and other student services departments. Other employees needed for work will be contacted by their supervisors and will receive compensatory time off. The major administrator is responsible for seeing that work is finished and employees are notified. If no announcement is made on local media, then employees should assume that work is to continue as planned.
4. Loss of work time because of severe weather when the University is in operation is considered an absence. If vacation time is not available or used, leave without pay will be charged for the time of absence. Staff should consult with supervisors about the proper way to complete the Monthly Employment Report.
5. Local media will be notified by authorized university officials of any change in or suspension of University events or operations. In the unlikely case that the entire University operations should be temporarily suspended, it should be anticipated that a normal schedule will follow on the next business day.