

SOUTH DAKOTA STATE UNIVERSITY
Policy and Procedure Manual

SUBJECT: Emergency Closings
NUMBER: 10:7

1. Purpose

This policy implements SDBOR Policy 4:40 and sets forth the guidelines for canceling classes or closing the University due to emergencies, including inclement weather.

2. Definitions

- a. Emergency: any natural, nuclear, man-made or war-related disaster, any health related catastrophe, or any phenomenon which disrupts SDBOR or University facilities or operations and as set forth in the University Emergency Management Plan.
- b. Essential Personnel: employees designated by the University Continuity of Operations Plans pursuant to the University Emergency Management Plan as approved by the University President, or designee, as being needed for work during a particular emergency so essential functions can be performed.
- c. Non-Essential Personnel: employees designated by the University Continuity of Operations Plans pursuant to the University Emergency Management Plan as not being necessary for work during a particular emergency or employees so designated so by the University President, or designee, in a time of emergency.
- d. Non-Instructional Staff: administrative staff members, CSA staff members who are not assigned to classroom or instructional laboratory support activities, and faculty members whose primary responsibilities are for research or service.

3. Policy

- a. The University remains open in all but the most extreme circumstances. Unless an emergency closing is announced, all employees including faculty are expected to report to work. During inclement weather, all employees are urged to use their own discretion in deciding whether they can safely commute to work.

- b. University emergency closings pursuant to the University Emergency Management Plan are subject to the requirements of this policy, and the University Emergency Management Plan procedures will be followed, as applicable.
- c. Closing the Campus
 - i. The decision to close the University campus for an emergency, including inclement weather, will be made by the University President or, in their absence, the presiding University officer, in consultation with the Vice President for Technology and Security, successor, or designee.
 - 1. At off-campus centers, the decision to close the center will be made by the on-site director or presiding officer, in consultation with the University President or presiding officer and Vice President for Technology and Security, successor, or designee.
 - 2. A decision to close the University campus should be coordinated with all other campuses that have employees or students in the same geographic area. At a minimum, notification to close the campus should be communicated to all partner institutions at centers or to other SDBOR institutions within a 100 mile radius.
 - 3. Emergency closings should be continuously re-evaluated during the day so regular business can resume as soon as possible. The media and local radio stations should again be used to communicate the decision to reopen.
 - ii. Campus closings may occur for reasons articulated in SDBOR Policy 4:40, including emergencies where law enforcement prohibits travel; the facility is damaged or destroyed due to an emergency; an emergency has made an office or function non-essential; law enforcement, Safety and Security, or the Department of Public Safety deems the campus a danger and orders evacuation; or inclement weather jeopardizes individual safety and it is determined too dangerous to allow commuting to campus.
- d. Class Cancellation
 - i. Classes may be canceled for emergencies, yet the University campus may remain open. When the decision has been made to cancel classes, all non-instructional staff are expected to report to work, but employees are urged to use their discretion in deciding whether they can safely commute to work.
 - ii. The decision to cancel classes due to an emergency, including inclement weather, will be made by the University President or, in their absence, the presiding officer, in consultation with the University Provost and the Vice President for Technology and Security, successor, or designee.

1. At off-campus centers, the decision to cancel classes will be made by the on-site director or presiding officer, in consultation with the University President or presiding officer, University Provost, and Vice President for Technology and Security, successor, or designee.
2. A decision to cancel classes should be coordinated with other campuses that have employees or students in the same geographic area. At a minimum, notification to cancel classes should be communicated to all partner institutions at centers or to other SDBOR institutions within a 100 mile radius.
3. Emergency class cancellations should be continuously re-evaluated during the day so regular business can resume as soon as possible. The media and local radio stations should again be used to communicate the decision to reopen.

e. Communication of Campus Closing or Class Cancellations

- i. The University President, or designee, shall ensure that the SDBOR Executive Director or presiding officer is notified of the intent to close a campus or cancel classes and the time and duration of the event.
- ii. The Emergency Management Specialist, or successor, is responsible for notifying the Governor's Office of Emergency Management of campus closure or canceled classes due to an emergency, including inclement weather.
- iii. The University will use its campus alert system to notify employees of a closing or class cancellation. A phone call, as well as an email, should be used to notify parties of the closing or class cancellations who are outside of the University and required by this policy to receive notification.
- iv. The Director of Marketing and Communications, successor, or designee, or the on-site director in the case of off-campus centers, is responsible for announcing to local radio stations and/or other media when the campus or center is closed or class cancellations. Such announcements shall reference specifically the start time and date of the closing or class cancellations and the duration.

f. Employee Compensation

- i. When an emergency closing, including due to inclement weather, has *not* been declared, employees who do not report to work or wish to leave early have the option of taking annual leave, accrued compensatory time, leave without pay, or adjusting the work week. Supervisory approval is required

for any of the options. Employees who feel they cannot safely reach the worksite shall take appropriate action to notify their supervisor that they will be absent from work.

- ii. In the event the offices at the University campus are closed due to an emergency, including inclement weather, the following provisions apply:
 1. Non-essential personnel will be granted paid administrative leave.
 2. Essential personnel must report to work at prearranged worksites, unless otherwise instructed. Those overtime eligible employees that are required to work will receive payment for the administrative leave hours (at a straight rate) plus the hours they were required to work.
 3. Administrative leave will be granted when a worksite is closed where access is not controlled by the University. However, if employees have access to the department, building, and/or facilities then no administrative leave will be approved. The senior administrator at that worksite must notify the University President and the HR Department of such closings.
 4. If paid administrative leave is not approved and an employee is unable to reach work or wants to leave the office early due to an emergency, the employee may do so with the approval of the supervisor. Hourly employees must use vacation leave, leave without pay, or adjust work hours during the remainder of the work week with the approval of the supervisor.
 5. Employees will not receive administrative leave pay in excess of the scheduled shift or more than 40 hours per week.
 6. Only permanent employees are eligible for paid administrative leave. Seasonal and temporary employees are not eligible for any paid leave, including paid administrative leave.
 7. Only employees who were scheduled to work during the closing of the University campus are eligible for paid administrative leave. Employees who were on any type of approved leave, including leave without pay, may not change hours to paid administrative leave.
 8. Administrative leave will be granted only for the number of hours the University campus was administratively closed, not to exceed the number of hours for which the employee was scheduled to work.

9. Permanent employees with hire dates on the date of office administrative closings will be paid administrative leave.

10. Salaried employees who were absent for any period must record the number of hours of paid administrative leave.

4. Responsible Administrator

The Vice President for Technology and Security, successor, or designee, is responsible for annual and ad hoc review of this policy. The University President is responsible for approval of this policy.

SOURCE: Approved by President on 04/26/2016.