Effective: January 23, 1996

Administrative Policy
UNIVERSITY CLOSING

Approved: September 10, 1985, President's Advisory Council
Revised: January 10, 1995, President's Advisory Council
Revised: January 23, 1996, President's Advisory Council
Revised: December 1, 2009, President's Cabinet
Revised: August 23, 2010, President's Cabinet
Revised: December 1, 2010, President's Cabinet

In the event of inclement weather or other unusual conditions, Millersville University may either be closed or announce a delay. This policy applies to all University locations, including the main campus in Millersville and the Millersville University-Lancaster site at 42 N. Prince St., Lancaster, PA.

This policy will convey information for the University during periods of hazardous environmental conditions regarding faculty and staff responsibilities and allowances with regard to their presence on campus for the performance of their duties.

The policy addresses: those responsible to authorize University non-instructional operations closings and cancellation of classes; partial and full-day suspension of University non-instructional operations; maintenance of essential operations during University closings; announcement of University closings; University closing on weekends and evenings; cancellation, delay, or suspension of athletic events, cultural production/exhibits, alumni/development functions; student activities; and conditions for applicability of leave time.

This policy applies to all non-instructional employees and to teaching faculty and students only where specifically noted.

This policy establishes a clear and consistent procedure for identifying and communicating a University closing in order to safeguard the welfare of University students, faculty and staff during hazardous environmental conditions; and, to ensure the continuation of essential operations.

This policy is consistent with the Personnel Rules (Chapter 30, subchapter A, section 30.2) and all Collective Bargaining Agreements.

Definitions

Athletic Event - Interscholastic, intramural, or intercollegiate athletic competition, taking place on or off campus, which involves University students, faculty, or staff in any capacity.

Cultural Production/Exhibit - A University related musical, theatrical, or artistic event or exhibit, occurring on or off campus, which involves University students, faculty, or staff in any capacity.

Delayed Opening - Delay of the start of designated daytime University operations as a result of hazardous environmental conditions.

Early Closing - Suspension of designated University operations prior to the regular closing time as a result of hazardous environmental conditions.

Essential Operations - University non-instructional functions or services needed to maintain necessary provisions for students, faculty and/or staff despite or because of prevailing hazardous environmental conditions. The services of the following departments or units are considered essential for the functions noted depending on the nature of the hazardous conditions and designated employees in the departments listed are expected to report for work as scheduled:

Groundskeeping, Trades and Housekeeping: snow, ice, water or debris removal

University Police: security of University property; safety and transportation of students, faculty and staff

Health Services: emergency medical treatment of students, faculty and staff

Food Services: student meals

Residence Hall Directors: supervision and administration of residence halls

Information Desk: 24 hour daily information to students, faculty and staff; emergency contact with University Police

Other necessary functions as determined by the President or appropriate Vice President, depending on the nature of the hazardous conditions

Full-Day Closing - Complete suspension of all University operations for a particular work shift(s) as a result of hazardous environmental conditions. A full-day closing is not a special holiday.

Hazardous Environmental Conditions - Such conditions may exist as a result of any of the following:

Snow accumulation or blizzard
Ice accumulation or freezing rain

Extreme temperature
Declared or imminent flooding
High/damaging winds
Fog
Severe earthquake damage
Nuclear disaster alert or declared emergency
Forced evacuation
Other hazardous condition as determined by the President

Non-Daytime Operations - Operations associated with non-instructional work shifts which do not occur during the normal daytime shifts.

Non-Instructional Operations - All University administrative, student and academic services except teaching and operation of classes.

Non-Instructional Employee - A non-instructional, non-student individual employed by Millersville University on a temporary, permanent, full-time or part-time basis.

Student Activities - Social, educational or cultural programs sponsored by University faculty, administrators, or student organizations on or off-campus for the benefit of and participation by Millersville University students.

Weekend Operations - Operations associated with non-instructional work shifts which occur during the period from 12:00 a.m. Saturday (Friday Midnight) to 12:00 a.m. Monday (Sunday Midnight).

Responsibilities

The Vice President for Finance and Administration is responsible for obtaining information through the Physical Plant staff reports, University Police reports, the University Meteorology department, along with others who are deemed appropriate, related to the safety condition of the campus and thoroughfares to the campus along with natural or nuclear disaster conditions or warnings, or official governmental notification of regional or national emergency. This information shall be shared with the Provost and a recommendation will be proffered to the President by the Vice President for Finance and Administration.

The President is responsible for approving the suspension of University operations.

The Vice President for Finance and Administration will notify University Advancement who in turn, will arrange the public website announcement with Information Technology and contact the broadcasting media listed below concerning suspending University operations. University Advancement will also initiate the MU|Alert system and the MU StormLine. Such announcements will be placed as early as possible. The Vice President for Finance and Administration will also contact all of the Vice Presidents.

Radio:
WITF-FM 89.5 & 99.7
WIOV-FM 105

Television:

WGAL- 8	CBS-21
ABC-27	FOX-43

Supervisors within those departments are responsible for maintaining essential functions and should, at least every fall, remind those employees that they supervise of their essential employee designation.

Non-Instructional Employees Providing Functions Considered Essential for Students, Faculty and Staff.

1) Non-instructional employees associated with services designated as necessary for the maintenance of essential non-instructional operations will be expected to report for duty or remain on campus during their normal work hours or as scheduled by their supervisor. Employees so designated are referred to as Non-Instructional "Essential Employees".

2) When a delayed opening of non-instructional operations is authorized by the President or designee, non-instructional employees are to report to work as scheduled.

3) When a non-instructional essential employee anticipates late arrival for work as a result of hazardous environmental conditions, the employee shall communicate with the supervisor prior to the beginning of the work shift the reasons(s) for the expected length of delay and the expected time of arrival.

4) When a non-instructional essential employee as noted in #3 above, reports late for duty as a result of hazardous environmental conditions, but in less than one (1) hour of the regular starting time and can adequately explain that the lateness was the result of hazardous environmental conditions, no leave will be charged and the employee will be considered to have worked their full shift.

5) When a non-instructional essential employee, as noted in #3 above, reports late for duty as a result of hazardous environmental conditions in one (1) hour or more of the regular starting time and can adequately explain that the lateness was the result of hazardous conditions, leave accruals other than sick leave may be charged for the total length of the lateness. Essential employees must report to work in time to engage in work activities during the regular work shift to avail them of this provision.

6) When a non-instructional essential employee does not report to work for a scheduled shift as the result of hazardous environmental conditions, the employee's absence will be designated as absent without leave (AW). Supervisors are not authorized to approve leave for any employee in this situation. Following the conclusion of the hazardous environmental conditions, each employee's circumstances will be reviewed individually by supervision in conjunction with Human Resources to determine if further administrative action, including discipline is warranted.

7) Essential employees reporting their inability to report to work due to illness during hazardous environmental conditions might be required to produce medical documentation to substantiate the claim immediately upon their return to the workplace. Failure to produce the documentation as required will result in an absent without leave (AW) designation and further administration action, including discipline, will be considered.

8) When a non-instructional essential employee is on a pre-scheduled leave and does not report to work during hazardous environmental conditions, the employee must use the leave time that was previously authorized. Scheduled leave in this situation is defined as leave requested and approved prior to the event or its forecast. Supervision reserves the right under these conditions to cancel an essential employee's leave and direct the individual to report to work to assist with the hazardous environmental conditions.

9) Non-instructional employees who are required to report to work or to remain on duty during a period of hazardous environmental conditions will be compensated at their regular rate of pay, including shift differential if appropriate, for all regular hours worked. They will not earn compensatory time or overtime pay as a result of working during this period. Hours worked in excess of the regular shift will be paid at the appropriate overtime rate. The regular hours which such employees work during the partial or full-day closing will be counted as hours worked for overtime calculation purposes.

Non-Instructional Employees Engaged in Non-Essential Operations

Non-instructional employees engaged in non-essential operations will be excused from their duties without penalty during periods of hazardous environmental conditions as authorized and directed by the President or their designee.

Excused non-instructional employees engaged in non-essential operations will be compensated at their regular rate of pay, including shift differential as applicable, for the time period of the suspended operation.

The hours paid, but not worked, will not be counted for overtime purposes.

When delayed opening of non-instructional operations is authorized by the President or their designee, non-instructional employees engaged in non-essential operations will not be considered tardy until after the delayed starting time. Such employees who arrive after the delayed starting time must request leave to account for the tardiness or the time will be charged to leave without pay.

Non-instructional employees engaged in non-essential operations who leave prior to the early closing time may use compensatory, annual or personal leave, if approved by their supervisor, to account for their absence up to the time of the early closing.

Non-instructional employees engaged in non-essential operations who do not report or are on authorized leave on a day when a delayed opening or early closing of non-

instructional operations is authorized are required to use a full-day of compensatory, annual, personal or leave without pay to account for the entire day of absence.

Faculty

Teaching faculty will be responsible for making a reasonable effort to ensure the provision of class materials missed as a result of classes being suspended pursuant to Article IV of the APSCUF Collective Bargaining Agreement.

Student Employees

With the closure of the University, full time and part time employees reporting for duty may be delayed or diminished in number temporarily resulting in the need for student employees to step in and assist in appropriate functions. While student employees are not designated as “essential,” their services may be needed to supplement certain critical functions until employees can arrive on campus. Student employees, especially those living on campus or nearby the campus, are asked to contact their assigned office or work locations to inquire if their services are needed.