

Effective: July 1, 2023

Human Resources Policy University Delay and Closing Policy

Approved: June 21, 2023, Presidents Cabinet

Purpose

In an emergency, inclement weather, or other unusual conditions (hereafter collectively referred to as emergency or hazardous conditions), Millersville University (the University) may either be closed for a full day, have a delayed start and/or early closure. This policy establishes a clear and consistent procedure for identifying and communicating a University closing or delay with the intended purposes of safeguarding the welfare of University students, faculty, and staff during hazardous environmental conditions while ensuring the continuation of essential operations and services.

Scope

The policy applies to campus delays and closures as described above and is applicable to all areas of University operations, programs, and activities on the main campus, the Ware Center or any other facilities been utilized for University operations, programs, and activities and includes the conduct of all University employees and students, campus visitors, including alumni. This policy is consistent with appropriate collective bargaining agreements. Refer to the Appendices for further information.

Definitions

Athletic Events – A recognized interscholastic, intramural, or intercollegiate athletic competition, taking place on or off-campus, which involves University students, faculty, or staff in any capacity.

Cultural Productions/Exhibits - 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 emergency or hazardous conditions.

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

Essential Employees/Positions – Non-instructional employees whose positions have been designated as essential to carry out essential operations of the University.

Full-Day Closing - Complete suspension of all University operations for a specific workday, with the exception of essential operations. A full-day closing is not a special holiday.

Hazardous Conditions - Such conditions may exist as a result of any conditions, weather or otherwise, that create a safety concern for University employees and students traveling to campus and/or remaining on campus. Refer to Appendix A.

Evening 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.

Teaching Faculty – Instructional employees who are responsible for teaching academic classes.

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

Policy

To safeguard the welfare of University faculty, staff, and students during hazardous environmental campus and/or campus-area conditions, the University President is authorized to approve a full or partial campus closure or delayed start and is responsible for approving the suspension of University operations. In hazardous weather/climate related situations, the authority to make and implement the decision related to delays/closings is delegated by the President to the Provost and Senior Vice President for Academic Affairs (the Provost) and the Vice President for Finance and Administration (VPFA). In extreme situations, such as extended closures, a physical campus closure may result in moving activities and operations to a remote work environment.

Designated essential functions will be maintained on campus during periods of delay and closure. Academic classes held on campus will be suspended or may move to remote modality.

Process and Communication

The Provost and the VPFA will obtain timely and relevant environmental information through consultation with Facilities, University Police, the University's Department of Earth Sciences - Meteorology, and/or other service agencies as deemed appropriate, related to the environmental conditions and safety concerns of the campus and thoroughfares to the campus, along with natural or disaster conditions or warnings, or official governmental notification of regional or national emergencies. Refer to Appendix A for a listing of hazardous environmental conditions warranting consideration for delay or closing.

After evaluation of such information the Provost and the VPFA will jointly make a determination as to whether a delay/close is warranted if a situation involves hazardous weather/climate. In other situations, a recommendation will be made by the Provost and the VPFA to the President who will make the final determination. The Provost and the VPFA will notify the other members of the President's Cabinet and the University's Director of Communications regarding decisions in these situations., after which the Director of Communications will create detailed messaging utilizing several sources of media communication including those listed in Appendix B.

Essential Positions/Employees

Because of the criticality of the continuation of providing essential services, certain non-instructional positions have been specifically identified as essential in nature. Essential positions include but are not limited to those that are needed to provide food service for students, safety and on call functions in residence halls, facilities personnel who must be available to clear the campus of snow or debris resulting from weather emergencies, and be available for other maintenance necessities or emergencies, those who must be available for non-weather hazardous environmental situations, and the University police. During delays and closures essential employees are required to report to work and/or remain on campus during the normal work hours or as scheduled by their supervisor. Refer to Appendix C for additional information.

Weekend and Non-Daytime Operations

For those employees whose duties require them to work during the weekend or who have work hours that do not coincide with the University's regular work hours, there will need to be close contact with supervisors to ensure there is clarity on when or if to report to work. The determination as to whether a delay and/or closure impacts those working during the weekend or non-daytime operational hours follows the process and communication described above.

Academic Classes

Teaching faculty will be responsible for making reasonable efforts to ensure the provision of class materials missed as a result of academic class suspension pursuant to the collective bargaining agreement for the Association of Pennsylvania State College and University Faculties (APSCUF). As the result of delays or closures, academic classes may also be moved to a remote modality if appropriate and/or class information and assignments may be provided through electronic means. Contingency plans for delays or closures should be provided in course syllabi. Examples of class scheduling during delays or closings are included in Appendix D.

Athletic Events, Student Events, and Cultural Productions/Exhibits

On-campus athletic, student, and cultural events more normally fall outside the normal work hours of the University. In determining whether specific scheduled activities will occur is dependent on both environmental conditions and the location of an event, with the first priority being the safety of students, coaching and other staff, and spectators. If

these events are scheduled during normal university work hours, they are considered to be cancelled. For those occurring in the evenings or on weekend, the process is the same as noted above, with the exception of including consultations with area leadership related to those events (e. g. athletics events would include consultation with the Athletics Director).

Student Workers, Graduate Assistants, and Interns

In situations where there are campus delays or closures, student workers, graduate assistants, and interns should not report to their designated workplace during delays and/or closings. An exception would be if the duties of the position fall into essential work (e. g. food service) and/or if the supervisor contacts the student requesting they report to work, and if reporting to work does not impact the safety of the student.

Emergency Operations and Preparedness Plan

Millersville University has in place an [Emergency Operations Plan](#), which is designed to provide the basic administrative structure and procedures necessary to cope with emergency situations.

University Delay and Closing Policy
Emergency or Hazardous Conditions
Appendix A

Emergency or hazardous conditions for consideration of University delays or closings

- Snow accumulation or blizzard
- Ice accumulation or freezing rain
- Extreme temperature
- Declared or imminent flooding
- High/damaging winds
- Fog
- Earthquake damage
- Extended power outages
- Nuclear disaster alert or declared emergency
- Forced evacuation
- Other natural or disaster conditions or warnings, or official governmental notification of regional or national emergencies.
- Other emergency or hazardous conditions as determined by the President

University Delay and Closing Policy
Communication and Media
Appendix B

The Director of Communications will make announcements, as early as possible, and using the following tools as appropriate to communication University delays and closings:

- University's website (homepage)
- 'Ville Alert
- 'Ville Bulletin
- University's Social Media channels (Instagram, Facebook, and Twitter)
- MU Alert
- Outside media, including television and radio announcements

University Delay and Closing Policy
Essential Employees Information
Appendix C

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:

- Facilities: Grounds, Trades, Housekeeping, and Mail Services
- University Police
- Health Services Staff
- Food Services Staff
- University Housing and Conference Services staff with on-call responsibilities
- Other necessary functions as determined by the President or appropriate Vice President, depending on the nature of the hazardous conditions

Additional information regarding essential employees:

- For both delayed opening and full-day closure, expected to report for duty or remain on campus during their normal work hours or as scheduled by their supervisor.
- If as a result of hazardous environmental conditions, an essential employee is delayed in arriving at work, they will communicate with the supervisor prior to the beginning of the work shift and their expected time of arrival in accordance with department call out procedures. If an essential employee arrives in less than one hour of their normal start time due to emergency or hazardous conditions, no leave will be charged, and the employee will be considered to have worked their full shift. Any missed time beyond one hour will be charged to an essential employee's leave accruals, with the exception of sick leave. If an essential employee does not report for a scheduled shift during these periods, the employee's absence will be designated as absent without leave.
- Essential 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.

University Delay and Closing Policy
Academic Class Schedule Examples
Appendix D

If a delay is announced, all classes scheduled to start before the announced opening time are canceled. However, students should plan to attend all classes that begin at the announced opening time or later. Online classes are subject to the same policy as face-to-face classes.

Examples:

If the University announces a delay until 10 a.m. -

- All classes regularly scheduled to start prior to 10 a.m. are canceled.
- All classes regularly scheduled to start at 10 a.m. or later will be held.

If the University announces that it will close at 1 p.m.-

- Any classes beginning at or after 1 p.m. will be canceled or may move to an online format for the day.
- Any classes in session offered on campus at that time will be dismissed at 1 p.m.