



THE UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

SECTION:	Human Resources and Affirmative Action	Number:	201.27
SUBJECT:	Emergency Closure and Emergency Operations Reduction	Revised:	5/1/07
APPLIES TO:	Regular and probationary employees with the exception of those covered by a collective bargaining agreement	Date Issued:	
		Review Date:	5/1/11
		Attachment(s)	0
ISSUED BY:	Human Resources and Affirmative Action and the Office of the Provost and Executive Vice President for Academic Affairs		

I. Policy

It is the policy of the University to remain open at all times in order to maintain our commitment to the community by providing services to students, patients and to the public. In the event of unforeseen circumstances or events, the University reserves the right during an emergency to interrupt or reduce services for prolonged periods of time, while minimizing to the degree possible the negative impact on services and people. This policy reflects the high value the University places on its faculty, staff and students.

A. Emergency Closure or Operations Reduction (2 days or less)

In the event of short term emergency conditions (lasting no longer than two calendar days) due to severe weather, natural disaster, major utility failures or other circumstances, the University may declare an Emergency Closure or operations reduction for all or part of the Ann Arbor campus, the Flint campus or the Dearborn campus. In such cases, some or all services may be discontinued or reduced. Faculty and staff are expected to make every reasonable effort to report to work if operations are being maintained in the employee's department, or unless notified otherwise by the University.

Compensation: During the first two days of an emergency closure or reduction, pay and benefits will continue for regular faculty and staff.

Additional compensation for staff: Regular staff who are required or approved and do report to work during an Emergency Closure or operations reduction will, in addition to their regular compensation, have added to their vacation accrual an amount of time equal to the hours actually worked. Regular staff who work beyond their normal schedule will be paid in accordance with the University's overtime policy (SPG 201.38 and SPG 201.38-1).

Temporary staff working in non-critical service areas are not expected to report to work during an Emergency Closure. Temporary employees are paid only for time worked.

Standard policies governing attendance and pay will be in effect for tardiness and/or absenteeism due to weather or other conditions during any period not declared an Emergency Closure.



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Decisions to allow staff members to leave work early in a developing severe weather or other situation will be the responsibility of the employing department. Time lost from work in such an event will be in accordance with the Fair Labor Standards Act regulations and at the staff member's option, either charged to accrued vacation or Paid Time Off plan where applicable, or without compensation, unless the hours affected fall in a period which is subsequently declared an Emergency Closure.

B. Emergency Closure or Operations Reduction (Greater than 2 days)

In the event of extended emergency conditions due to: weather, natural disasters, major utility failures, health or environmental crisis or other unforeseen circumstances, the University may enact an Emergency Closure or Operations Reduction. The President and Executive Vice-Presidents will determine the University services that will continue. In such cases, all or part of the Ann Arbor Campus, Flint Campus, or Dearborn Campus may be closed. Closures may include cessation of non-essential services, and the University may elect to continue mission critical services and the infrastructure to support them. In such an event, existing Standard Practice Guides and other policies that address compensation, employment, scheduling, reduction in force, discipline, dispute resolution and leaves, may be modified. Decisions regarding modification of policies will be made by the President and Executive Vice-Presidents of the University, based on the circumstances.

During such time, the University may require all available faculty and staff to provide services as required and appropriate. Every reasonable effort will be made to facilitate contributions to critical service areas. Upon approval, designated faculty and staff should report to work and may receive assignments outside of their normal duties. Decisions about pay and benefits for employees who are not providing services will be made by the President and Executive Vice-Presidents in the context of minimizing disruption to services and negative impacts on the faculty and staff; the local, State and National situation; and the financial impact on the University.

RESPONSIBILITY

ACTION

President or designee

Announce Emergency Closure and/or suspension or curtailment of operation by calling major units and using facilities of University News and Information Service to reach public and University media as soon as possible following onset of emergency conditions.

Employee

Make every reasonable effort to report for work as scheduled if operations are being maintained in the employee's department. If reasonable attempts to do so fail, notify supervisor of inability to report and the conditions which prevent doing so.

ALTERNATE SERVICE Employees not required to report for work due to emergency closure of their department who wish to provide alternative service may call the appropriate Human Resources Office (Central



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Campus, Flint or Dearborn) to volunteer for alternative work assignments. Hospital employees should call their supervisors consistent with departmental Disaster Plans. Such service shall be compensated as if the employee had worked at his/her own position, or the job rate for the work assigned, whichever is greater.

University

The University may provide emergency transportation to the work site for those employees of Housing, Public Safety, Hospitals, (clinics and home care), Maintenance Services, Transportation Services, Power Plant, Grounds Department, Food Service Operations, and other departments providing critical services.

Supervisor

Record and report employee's absence or hours worked.

Procedures are issued by Human Resources and Affirmative Action Administration, and HRAA retains the authority to revise them as necessary. Inquiries should be directed to HRAA.