

# Standard Practice Guide Policies

## Emergency Reduction in Operations

201.27

**Applies to:** Regular and probationary employees with the exception of those covered by a collective bargaining agreement

### 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. Developing Emergency Conditions (less than 1 day)

Decisions to allow staff members to leave work early in a developing severe weather or other emergency 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 pay and benefits will continue for regular staff and faculty.

#### B. Emergency Reduction in Operations (1-2 days)

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 unforeseen circumstances, the University may declare an Emergency Reduction in Operations. The President, or designee, with advice from the Executive Vice Presidents and the Executive Director, Division of Public Safety and Security, will make the decision as to the level of operations which will be maintained. Leadership on the Flint and Dearborn campuses will be responsible for decisions and procedures to reduce operations at their respective campuses.

Critical services are defined as those services or activities required to provide for the full and complete delivery of care to students and patients; protection of the health and safety of humans and animals in research capacities; and all services of security, police and regulatory personnel. Critical services shall include those providing continuous access to buildings and grounds, communications, and indirect support such as building operations, preservation of infrastructure, utility systems, material procurement and certain contract and legal activities. Critical employees in these functional areas will be expected to report to work during emergency periods in accordance with their unit's specific designation. Units will annually review their continuity of operations plans and notify their employees of each individual's critical designation.

Compensation for U-M Hospitals and Health Centers (HHC) staff may be found at UM-HHC policy on compensation (<http://www.med.umich.edu/i/policies/umh/04-06-011.html>).

Compensation for all other faculty and staff: During the first two days of an emergency 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 on-site during an Emergency Reduction in Operations 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). (<http://spg.umich.edu/policy/201.38>)

Temporary staff members working in non-critical service areas are not expected to report to work during an Emergency Reduction in Operations. 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 Reduction in Operations.

#### C. Reduction in Operations (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 Reduction in Operations. The President, or designee, with advice from the Executive Vice Presidents and the Executive Director, Division of Public Safety and Security, will

make the decision as to the level of operations which will be maintained. Leadership on the Flint and Dearborn campuses will be responsible for decisions and procedures to reduce operations at their respective campuses.

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, based on the circumstances. Units will annually review their continuity of operations plans and notify their employees of each individual’s critical designation. During such a time as an extended reduction in operations (greater than 2 days), 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, or designee, 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
<b>Executive Director, Division of Public Safety and Security (DPSS)</b>	Analyze emergency conditions and assess level of risk, consulting with the Incident Response Team (IRT). Recommend to the President whether appropriate safety messaging and/or and reductions in operations should be considered. Carry out the Emergency Operations Plan (EOP).
<b>President or designee</b>	Make decision to either continue to observe impending conditions or reduce operations.
<b>Units</b>	Annually review unit Continuity of Operations Planning (COOP) and identify critical services and critical employees. Inform employees annually of their critical status designations.
<b>Critical Employee</b>	Report to work as required by unit’s COOP.
<b>Non-critical Employee</b>	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.
<b>Flint and Dearborn leadership</b>	Responsible for decisions and procedures, as well as the planning efforts associated with, the reduction of operations.

**April 29, 2015 Update:** Deleted the confusing sentence that encouraged all faculty and staff to report to work during a reduction in operations.

**File Attachments**

Printable PDF of SPG 201.27, Emergency Reduction in Operations (<http://spg.umich.edu/sites/default/files/201x27.pdf>)

**SPG Number:**

201.27

**Applies To:**

Regular and probationary employees with the exception of those covered by a collective bargaining agreement

**Date Issued:**

September 30, 1970

**Owner:**

University Human Resources and the Office of the Provost and Executive Vice President for Academic Affairs

**Last Updated:**

April 30, 2015

**Primary Contact:****Next Review Date:**

April 30, 2019

University Human Resources and the Office of the Provost and Executive Vice President for Academic Affairs

**Related Policies:**

Overtime (/policy/201.38)

**Hard copies of this document are considered uncontrolled. If you have a printed version, please refer to the University SPG website ([spg.umich.edu](http://spg.umich.edu)) for the official, most recent version.**

© 2018 The Regents of the University of Michigan