



# University of North Alabama

## Employee Policy Manual and Handbook

### Emergency Closing Policy

There are situations (e.g., inclement weather conditions, other acts of God, power failures, etc.) that will prevent University of North Alabama employees from performing their normal duties. These situations may necessitate the cancelling or delaying of classes (including Kilby School), and work activities, or the curtailing of scheduled activities. Conditions may exist which limit employees' abilities to report to work. Certain jobs are considered essential during an emergency and require designated personnel to be present for work.

### Closing Guidelines

The following apply in situations requiring the opening/closing of the University during inclement weather and/or other emergency situations:

#### University Remains Open

If the University remains open, those employees who do not report to work must report their hours of absence as sick leave, annual leave, or leave without pay. The University does not wish personnel to take undue personal or property risks; therefore, employees are expected to use reasonable judgment, in keeping with their location and circumstances, as to whether or not they can or should report to work. If an employee feels it is in his/her best interest to leave work early due to inclement weather or other emergency conditions, he/she must report his/her absence as sick leave, annual leave, or leave without pay.

#### University Is Closed

If the President notifies employees in advance of the start of the workday that the University will be closed or will have a delayed opening, employees (to include those on annual and sick leave) are not charged leave for the time off. Part-time and temporary employees are paid for any hours scheduled to work during the period of closure. An employee not scheduled to work is not given credit for the additional time off. If the President announces during the day that the University will be closing early, an employee on annual leave or sick leave is charged leave as scheduled and does not receive additional credit for the hours the University was closed. Non-exempt employees (including part-time and temporary employees) who worked all scheduled hours (if any) should report their full shift, as if worked, on the bi-weekly timesheet.

If a natural catastrophe occurs that requires prolonged, complete or partial closing of the University, the policy of granting off-time without charging it against leave or providing leave with pay may be negated.

#### Essential Personnel

Designated essential personnel are required to work during periods when the University is closed. Each department head that has areas of responsibility that are deemed essential during inclement weather/emergency conditions creates a list of essential personnel. Employees so designated are informed well in advance of anticipated inclement weather condition requirements and informed of the requirements of this policy and other pertinent information as deemed necessary by the department head and supervisor.

Essential personnel are credited with compensatory time at the rate of an hour for each hour worked under the given circumstances. All hours over 40 hours per week are overtime and are credited as one and one-half times each hour worked.

Essential personnel must be available for emergency work as required. Essential personnel who fail to report for work as scheduled are subject to disciplinary action if they do not have a valid excuse.

**Cancellation of Classes**

Cancelling classes is an academic matter. The Provost and Executive Vice President for Academic Affairs recommends to the President calling off or dismissing classes. Cancellation of classes is predicated upon the faculty and their students catching up with the work (subject matter) missed prior to the end of the term, or in the case of Kilby School, on a revised schedule conforming to state requirements.

*Approved by the Executive Council, 01/11/2000*