THE UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

SECTION:	Human Resources and Affirmative Action	**Number:**	201.27
		Revised:	7/1/05
SUBJECT:	Emergency Closing	**Date Issued:**	
		Review Date:	7/1/09
		Attachment(s)	0
APPLIES TO:	Regular and probationary employees		
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 services to students, patients and to the public.

In the event of emergency conditions due to severe weather, natural disaster, major utility failures or other circumstances, the University may order an Emergency Closing for all or part of the Ann Arbor campus, the Flint campus or the Dearborn campus. In such cases, some or all non-critical service areas will be closed, however the University will continue to provide critical services basic to health care, safety and daily sustenance (such as; hospital and other medical care, research, public safety, transportation, food preparation and distribution, housing, and building and road maintenance services). Staff members in these critical service areas, and staff in all other units that remain open, are expected to make every reasonable effort to report to work.

II. Regulations

COMPENSATION: Time lost from the regular work schedule during an Emergency Closing of the staff member's area will be without loss of regular compensation for regular and probationary staff. Staff who are required or approved and do report to work while an Emergency Closing is in effect for their part of campus will, in addition to their regular compensation, have added to their vacation accrual an amount of time equal to the hours actually worked. Staff members who work beyond their regular schedule will be paid in accordance with the University's overtime policy (SPG 201.38 and SPG 201.38-1) or the overtime provisions of the appropriate collective bargaining agreements.

Temporary employees working in non-critical service areas are not expected to report to work during an Emergency Closing. 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 Closing Period.

Decisions to allow staff members to leave work early and return home 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 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 Closing Period affecting the staff member's department.

RESPONSIBILITY	**ACTION**
President or designee	Announce Emergency Closing and/or suspension or curtailment of operation by calling major units and using facilities of University News Service to reach public and University media as soon as possible following onset of emergency conditions.
Staff member	Make every reasonable effort to report for work as scheduled if operations are being maintained in staff member's department. If reasonable attempts to do so fail, notify supervisor of inability to report and the conditions which prevent doing so. **ALTERNATE SERVICE.** Staff members not required to report for work due to emergency closing of their department who wish to provide alternative service may call the appropriate Employment Office (Central 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 paid for as if the person had worked at his/her own position, or the job rate for the work assigned, whichever is greater and an amount of time equal to hours worked will be added to the staff member's vacation accrual.
University	The University may provide emergency transportation to the work site for those staff members employed in Housing, Public Safety, hospitals, (clinics and home care), Maintenance Services, Transportation Services, Power Plant, Grounds Department, Food Service Operations, Food Stores, and other departments providing critical services.
Supervisor	Record and report staff member'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.