

March 1, 1995

ADMINISTRATIVE MEMORANDUM NO. 20

To: Vice Presidents, Deans, Directors, Department Chairs, and Other
Administrative Officials

From: Gordon H. Lamb, President

Subject: Emergency Situations Affecting Work Schedules

From time to time, events may occur that interrupt normal work schedules. Upon determination of the facts underlying the event, the President or her/his designee may declare an emergency that could alter or suspend normal work schedules. An emergency situation includes, but is not restricted to, severe weather conditions, public transportation interruptions, impassable roads, mechanical or utility outages, and civil disturbances.

Unless stated otherwise, the "emergency" will be assumed to be from the time called to 6:00 a.m. the following calendar day. The emergency situation may be extended further as deemed appropriate by the President or her/his designee.

- a. If an emergency that alters or suspends the normal workday is declared during the normal business hours of the university, the following policy will prevail:
 - 1) Employees not emergency-essential will be released from work and paid to the normal end of their work shift. Time sheets should reflect an emergency leave status if the employee was excused.
 - 2) Emergency-essential employees, already on campus, will be required to complete their shifts without additional compensation. If required to work beyond the normal work shift, they will be compensated according to Board of Governors regulations for overtime compensation (II.C.8) or by the provisions of the applicable collective bargaining agreements.
- b. If an emergency is declared prior to the start of normal shift hours, the following policy will prevail.
 - 1) Employees not emergency-essential should not report to work. They will be excused without loss of pay. Time sheets should reflect an emergency leave status if the employee was excused.
 - 2) Emergency-essential employees shall be expected to report for work at their regular shift time and shall be compensated for that time according to Board

of Governors regulations or by the provisions of the applicable collective bargaining agreements.

- 3) Emergency-essential employees not excused from work and who fail to report for work as scheduled, will be denied compensation for such absence. Employees normally designated as emergency-essential are expected to call their department prior to the start of their shift.
- c. Although not normally an emergency situation, maintenance laborers called in early or required to work past the normal end of shift for snow removal duties shall receive double time rates for those time periods.

For the purpose of this policy, all employees in the departments of Public Safety and Facilities Management are considered emergency-essential unless specifically excused by their respective Director/Assistant V.P. Employees from other departments may be designated as emergency-essential by their Dean/Director, if warranted by the nature of the emergency or some other issues related to the operation of the unit.

Employees should listen to radio or TV to find out if the University has closed because of an emergency. Emergency closing information will normally be broadcasted over AM radio bands 670, 720, 780, 890; FM radio 94.7, 96, and 99; and Fox 32 TV Station. The emergency closing center hotline, 1-900-407-SNOW, can also be called; the cost of this service is \$.95/minute. The above mentioned stations have affiliations with either the Computerized Emergency Closing Center, City News Bureau or operate independently and are contacted by responsible Northeastern authorities in the event of school closing.