

Policy Title:	Temporary Closure or Curtailment of University Services
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Governing Body:	SOU	Policy Number:	FAD.016
Policy Contact:	Director of Human Resources	Date Revised:	October 2019
Custodial Office:	Vice President for Finance and Administration	Date Approved:	November 1, 2019
Approved By:	President	Next Review:	November 2022
Related Policy:	OAR 580-021- 0030, OAR 580-021-0040, Article 63 of the OPU-SEIU Collective Bargaining Agreement		

**Revision History**

Revision Number:	Change:	Date:
	Initial version	
1	Revision	12/1/2017
2	Revision	11/1/19

**A. Purpose**

This policy provides information about the operation of Southern Oregon University (i.e. classes, academic services, and administrative services) at its Ashland and Medford campuses when the University temporarily closes or curtails services due to inclement weather and other emergencies.

**B. Definitions**

1. Curtailment of Services: Temporary closure of specified University services, activities, classes, events, functions, or operations.
2. Essential Service Personnel: University employees who are required by their Director, Vice President or President to report to campus for work during a closure or curtailment (e.g. Campus Public Safety Officers, dining services personnel, select Facilities Management and Planning staff, and select Information Technology Staff).
3. Temporary Closure: A period of 15 or fewer calendar days when the University is closed and employees are not expected to report to work unless designated as essential service personnel or otherwise required to report.

### **C. Policy Statement**

1. Severe weather conditions and other emergencies may result in the temporary closure or curtailment of classes, services or other work operations. Directors must consult with their appropriate Vice President or President in recommending a partial closing or a curtailment of services when the University is otherwise open. The decision to close the University entirely, open late, close early or curtail services rests exclusively with the University President or designee.
2. Employees are automatically registered to receive SOU Alerts through their work email address and telephone number. In an effort to receive up to date notifications about inclement weather, emergencies or other campus closures, it is recommended that all employees customize their SOU Alert account to add personal email, cell phone and text messaging. SOU Alerts, whenever possible, are also published on the University website, InsideSOU, and through official SOU social media accounts.
3. To confirm whether the University is open, employees may tune in to radio and TV stations for information on closure or curtailment. A link to the list of media resources is available on the Human Resource Services website. Employees may also call the following numbers after 6:30 a.m. to hear a recorded message:

Ashland campus: 541-552-7672  
Medford campus: 541-552-8100

4. In addition to customizing SOU Alerts and utilizing radio and television stations, employees and supervisors should proactively discuss expectations around communication, who is deemed essential personnel and absence reporting in advance of any anticipated campus closure, curtailment of services and other emergencies.
5. The President or designee communicates if the University will close earlier than 5:00 p.m. through internal channels.
6. Essential Service Personnel are expected to be at work at scheduled times unless specifically notified to the contrary or excused from reporting by their supervisors.
7. If an employee has not been contacted by the immediate supervisor, and the employee has reason to believe the University or department will be closed or services curtailed due to poor weather conditions, it is the employee's responsibility to contact their supervisor to confirm.

### **D. Compensation and Leave Usage**

1. In the event of a full campus closure or curtailment of services due to inclement weather or hazardous conditions, the University President or designee will determine within 7 calendar days of the campus reopening if the closure will be declared as paid. For unpaid closures, SEIU and unclassified non-exempt employees must record vacation, compensatory time off (CTO), exchange time, personal leave, leave without pay, or inclement weather (LTW (SEIU), LTI (unclassified)), as appropriate. Per wage and hour law, exempt employees receive pay for a day declared as closed. Detailed information about paid or unpaid campus closures is outlined in the Use of Leave During Campus Closures procedure, which is located on the Human Resource Services website.
2. Where an employee is on approved leave during a campus closure or curtailment and would not have otherwise been scheduled to work, the use of accruals (i.e. sick, vacation, compensatory time, exchange time or personal leave) will continue to be applied. The use of leave is governed by SOU policies, federal and state wage and hour laws, and collective bargaining agreements.

3. Temporary employees and student employees receive pay for scheduled hours when the University President or designee deems the closure as paid.

This policy may be revised at any time without notice. All revisions supersede prior policy and are effective immediately upon approval.

**E. Policy Consultation**

Revisions to the policy were coordinated with Policy Council. Policy was posted on October 24, 2019 for community comment.

**F. Other Information**

The Policy Contact, defined above, will write and maintain the procedures related to this policy and these procedures will be made available within the Custodial Office.