



Temporary Closure or Curtailment of University Services

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| Approved By: President | Related Policies: OAR 580-021- 0030, OAR 580-021-0040, Article 66 of the OUS-SEIU Collective Bargaining Agreement |
| Date Approved: December 21, 2006 | Contact Officer: Director of Human Resources |
| Revised: | Policy Custodian: Vice President for Finance and Administration |
| Date of Next Review: December 2009 | |

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 department director or vice 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 Computer Services/ITS staff.
3. Temporary Closure: A period of 15 or less calendar days when the University is closed and employees are not expected to report unless designated as essential service personnel or otherwise required to report.

C. Policy

1. Severe weather conditions and other emergencies may result in the temporary closure or curtailment of classes, services or other work operations. Department directors must consult with their appropriate vice 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. To confirm whether the University is open, employees may call the following numbers after 6:30 a.m. A recorded message will provide information about closure or curtailment. In addition, employees should tune in to radio and TV stations for information on closure or curtailment. A link to the list of media resources will be posted on the SOU home page.
Ashland campus: 541-552-7672
Medford campus: 541-552-8100
3. Employees may be contacted by their immediate supervisor in the event of closure or curtailment due to inclement weather and other emergencies. If the decision is made prior to the beginning of the regular work schedule, supervisors attempt to notify employees as early as possible.

4. The president or designee communicates if the University will close earlier than 5:00 p.m. through internal channels.
5. 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.
6. 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 curtailed due to poor weather conditions, it is the employee's responsibility to contact his/her supervisor to confirm.

D. Compensation and Leave Usage

1. Leave under this policy includes vacation, compensatory time (non-exempt personnel), exchange time (exempt classified employees); personal leave (classified employees), and leave without pay. Sick leave applies in the event of an employee's illness or other qualifying conditions. The use of leave is governed by Oregon University System rules, federal and state wage and hour laws, University policies, and Collective Bargaining Agreements.
2. Temporary employees and student employees are not eligible to earn paid leave and are compensated only for actual hours worked.
3. For information about use of leave or compensation under this policy or about specific situations, contact Human Resource Services.

E. Policy Revision

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