

## Administrative Policy

**Title:** Campus Closures

Prepared by: Assistant Vice Chancellor for Human Resources

Effective Date: October 1, 2011

Replaces: June 1, 2007

Applies: All campuses

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### A. Introduction

This policy establishes campus closure and related staffing expectations during inclement weather and other emergencies, and is applicable to all faculty, classified staff, exempt professionals and student employees. Circumstances which may require that the University of Colorado Denver (UCD) campuses be closed include: inclement weather such as snow, ice, tornadoes and other weather related conditions, flood, fire, chemical spills, air pollution advisories and other similar natural disasters; and, acts of violent crime, terrorism and other major threats to personal safety

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### C. Policy Statement

1. The decision to close the campuses is vested with the UCD Chancellor or designee(s). With guidance from the Office of the Governor, the University System President's Office, media reports, law enforcement agencies and other emergency personnel, the decision to close a campus will be made under conditions that pose serious health and/or safety hazards to campus constituents. The primary criterion for closing the campuses will be the current or changing conditions of the campuses and the immediate environment. No individual school or department may formally announce an independent closing decision. Closing considerations may include:
  - Can the parking lots and buildings be accessible to employees by 6:00 am?
  - Are the sidewalks clear and safe for use by 6:00 am?
  - Are the roads cleared and negotiable by 6:00 am?
  - Are there any state and or local warnings in place?
  - How many consecutive days has the campus been closed?

- Is the infrastructure functioning:
  - Domestic water
  - Steam
  - Chilled water
  - Telephones
  - Network
  - Electrical
  - Shuttle
  - Circulator
  - Public transportation
  - Public emergency responders
- What are the conditions surrounding the campus or facilities?
- Will essential personnel be able to arrive at work and stay for an extended period of time?
- What's the long-term outlook or weather forecast?
- How long can the campus/facility be kept open?
- Are the affiliates impacted and or open?
- Are state and local agencies open?

UCD has the authority to make campus closure decisions independent of city and state officials and is exempt from the State Inclement Weather Policy as established by the Governor for state employees.

*a. Denver Campus*

Employees assigned to the Denver Campus will observe Auraria Higher Education Center (AHEC) closure determinations. Such determinations will generally apply to UCD buildings located near the Auraria Higher Education Center and off campus work locations associated primarily with this campus, unless otherwise specifically noted. For example, the UCD Chancellor or designee(s) may determine that UCD-specific Denver Campus facilities should be closed, even if AHEC does not announce a closure, and retains all employment-related decisions.

*b. Anschutz Medical Campus*

The Chancellor or designee(s) have authority over the Anschutz Medical Campus, and off-campus work locations associated primarily with these campuses. These locations will follow the same closure decision, unless otherwise specifically noted.

University of Colorado Hospital (UCH) and other affiliates at the Anschutz Medical Campus have separate operating policies that affect their staff. However, every effort will be made to coordinate closure information with UCH and other affiliates, particularly to ensure appropriate medical care coverage.

*c. Off-Campus Activities*

Closures in the case of inclement weather also include the cancellation of off-campus activities. However, independent policies and procedures for closing may be determined for off-campus activities by the college, school or department.

## 2. Communicating Closure Decisions

The Office of Public Relations is designated by the Chancellor to notify the news media of closures. Weather closures and emergency notification decisions will be made as early as possible to facilitate the most effective communication. Multiple communication avenues will be used whenever possible, to ensure broad access to the information. The primary sources of closure will include:

- a. Local television and radio stations and their websites
- b. The UCD website: [www.ucdenver.edu/faculty\\_staff/alert/Pages/Alerts.aspx](http://www.ucdenver.edu/faculty_staff/alert/Pages/Alerts.aspx)
- c. The Auraria Higher Education Center website: <http://www.ahec.edu/>
- d. The Anschutz Medical Campus emergency information number 877-INFO-070 (877-463-6070)
- e. UCD broadcast e-mails
- f. Direct notification of department heads to inform faculty and staff members
- g. Department voice mail messages
- h. Department Phone Trees

## 3. Staffing Management

- a. Essential Employees - Certain employees, by nature of their assignments, may be designated 'essential', e.g., police, safety medical and critical facilities personnel. Appointing authorities usually identify these employees in advance and notify them of their status in writing. Specific incidents or circumstances may, however, require the immediate determination and notification that an employee must report during a campus closure. Since such essential employees are often expected to report to work during closures, they are required to be aware of the reporting and communication plan for their work area.

Essential employees with parking privileges should park in their normal parking spaces. If unable, essential employees need to park in spaces that are accessible, without using handicap spaces. They will need to watch for special notices or communications regarding parking and other special situations as they report to work.

Essential employees who do not report to work as assigned will be required to use personal leave or have their pay docked for that time period. Such absences will also be considered in the evaluation of the employees' performance, including possible corrective or disciplinary actions.

- b. Employees Not Designated as Essential - Non-essential employees who are regularly scheduled to work must stay away from campus during closures. Those who are salaried will be paid as scheduled during that time and will not be charged earned leave.
- c. Given that closures only occur in cases of extreme weather or other safety concerns, the campus will not be prepared to accommodate the health and safety of non-essential employees.

#### 4. Leave

- a. Leave Accrual – Neither essential employees performing work on campus nor any employees performing work off campus during the closure will accrue any additional leave, i.e., they will not receive a “free day” because they worked during a closure.
- b. Leave Use - Employees who are on pre-approved or extended leave at the time of a closure may be required to use their earned leave, as planned, during the closure. As with all scheduled leave at any other time (regardless of a campus closure), leave requests may also be rescinded, amended or re-approved by appointing authorities as circumstances, plans and work schedules change. The Chancellor or designee(s) may also determine if any employees should be charged any earned leave, based on considerations such as the nature, severity and expected or actual duration of the closure, the campus calendar, the allocation of resources, consistency and fair employment practices.
- c. Non-Salaried Employees - Student, temporary or other hourly employees who do not earn leave will only be paid for hours actually worked, regardless of any closure.