



Campus Administrative Policy

Policy Title: Campus Closures / Delays - CU Denver

Policy Number: 3011 Functional Area: **General Administration**

Effective: November 25, 2019
Date Last Amended/Reviewed: February 10, 2020
Date Scheduled for Review: July 1, 2027
Supersedes: 3010, Campus Closures / Delays (September 1, 2019)

Approved by: Dorothy A. Horrell
Chancellor, University of Colorado Denver

Prepared by: Academic Planning Coordinator, Provost Office
Reviewing Office: Senior Vice Chancellor for Administration and Finance | CFO, CU Denver

Responsible Officer: Senior Vice Chancellor for Administration and Finance | CFO, CU Denver

Applies to: CU Denver
CU South Denver Location

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, university staff and student employees at the University of Colorado Denver (“CU Denver”). Circumstances which may require that CU Denver be closed include, but are not limited to: 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.

B. POLICY STATEMENT

1. The decision to close the campus is vested with the CU Denver Chancellor or designee(s). With guidance from 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 campus will be the current or changing conditions of the

campus and the immediate environment. No individual, college, school or department may formally announce an independent closing decision. Closing considerations may include but are not limited to:

- Ability of employees to access the parking lots and buildings by 6:00 a.m.
- If the sidewalks are clear and safe for use by 6:00 a.m.
- If the roads are cleared and negotiable by 6:00 a.m.
- State and or local warnings in place
- The number of consecutive days the campus has been closed
- Status of functioning infrastructure and services:
 - Domestic water
 - Steam
 - Chilled water
 - Telephones
 - Network
 - Electrical
 - Shuttle (Between CU Denver and CU Anschutz)
 - Public transportation
 - Public safety first responders
- Conditions surrounding the campus or facilities
- Ability of essential personnel to arrive at work and stay for an extended period of time
- Long-term outlook or weather forecast
- Forecast for length of time the campus/facility can be kept open
- Whether affiliate entities are impacted and/or open
- Whether State and local agencies are open

CU Denver 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. The campus closure decision is made in cooperation with Auraria Higher Education Center (AHEC) and the institutions of the Auraria Campus.

a. CU Denver

Employees assigned to CU Denver will observe AHEC closure determinations. Such determinations will generally apply to CU Denver buildings located near AHEC and off-campus work locations associated primarily with CU Denver, unless otherwise specifically noted.

b. CU South Denver

The Vice Chancellor for Enterprise Development for CU South Denver and Executive Director of the Office of Digital Education (ODE), who has oversight of the CU South Denver facility, or designee(s), is responsible for closure and delayed reporting determination for employees assigned to CU

South Denver location. Staff that report to the Vice Chancellor for Enterprise Development and the Executive Director for Digital Education but who are assigned at CU Denver will follow campus closure or delay determinations for CU Denver if they are assigned to work in that location on that day. While arriving at a closure determination decision for CU South Denver, the Vice Chancellor for Enterprise Development will maintain active communication with the CU Denver Senior Vice Chancellor for Administration and Finance and the CU Anschutz Executive Vice Chancellor for Administration and Finance.

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, location, program or department supervising and directing the impacted off-campus activities.

2. Communicating Closure Decisions

The CU Denver Office of Communications 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. CU Denver Alerts text messages and social media channels
- b. Local television and radio stations and their websites
- c. The CU Denver website: <http://www.ucdenver.edu>
- d. The Auraria Higher Education Center website: <http://www.ahec.edu>
- e. The Auraria Campus information number 877-556-EMER (3637)

3. Staffing Management

- a. Essential Employees - Certain employees, by nature of their assignments, may be designated 'essential,' e.g., certain police personnel, safety, medical, information technology, administrative and critical facilities personnel. Appointing authorities of applicable units usually identify these employees in advance and notify them of their status in writing. Individuals should also have said status reflected in their HCM employment electronic profile. 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 vacation 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.
 - 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.
 - d. 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.
4. Compensation. In the event of a campus closure under this policy:
- a. University & Classified Staff not eligible for overtime and paid a monthly salary will be paid as normal for the day. No special time entries required.
 - b. University & Classified Staff eligible for overtime and paid a monthly salary will be paid as normal for the day. Hours not worked will be entered as administrative leave, so overtime does not accrue.
 - c. University & Classified Staff eligible for overtime, and paid on an hourly basis will be paid as normal for the day if scheduled to work that day. Hours not worked will be entered as administrative leave, so overtime does not accrue.
 - d. 9-month or 12-month Faculty, paid a monthly salary will be paid as normal for the day if scheduled to work that day.
 - e. Non-salaried Employees, including student, temporary or hourly employees who do not earn leave will only be paid for hours actually worked.
5. Leave
6. Employees who work during a campus closure under this policy will not receive an alternate day off. Employees who are on pre-approved leave (vacation or sick) at the time of a closure are required to use their earned leave during the closure. Attendance

at Scheduled Classes

- a. When weather conditions necessitate a delayed start:
 - If a class is scheduled to begin or end before the delayed start time of campus, it is cancelled.
 - There is no institutional policy about rescheduling a class cancelled for inclement weather. Faculty who desire to reschedule a class cancelled for inclement weather are asked to discuss the decision with their department chair.
- b. When weather conditions necessitate an early dismissal:
 - If a class is scheduled to begin after early dismissal time, it is cancelled.
 - If a class straddles dismissal time, it is cancelled completely. For example, if campus is closing at 2:00 p.m., a class that runs from 1:00 – 3:00 p.m. is cancelled.
- c. Attendance policies during campus closures:
 - Any individual mandatory attendance policies for specific classes are suspended if campus is closed. Faculty should not require students to attend a class when campus is closed due to inclement weather.
 - If campus is open during inclement weather, we encourage both students and faculty to use their judgment as to their ability to reach campus safely. Students should communicate with faculty and faculty with their department chairs if they feel unable to reach campus in a safe manner.

Notes

1. Dates of official enactment and amendments:

November 25, 2019: Approved by the Chancellor
February 10, 2020: Reviewed by the Provost

2. History:

November 25, 2019: The factors, criteria and processes for determining closure or delayed reporting decisions for both campuses has become so significantly disparate that the existing dual-campus policy 3010 was split into separate campus policies. 3010 is now for CU Anschutz and 3011 is for CU Denver.

February 10, 2020: Minor updates/clarification made on CU South Denver reporting and clarification for 9-month faculty as well as 12-month faculty. Provost authorized changes which did not warrant re-coordinating

3. Initial Policy Effective Date: November 25, 2019

4. Cross References/Appendix:

- [Campus Policy 7030, Student Attendance and Absences](#)