



**Campus Administrative Policy**

**Policy Title:** Campus Closures / Delays

Policy Number: 3010 Functional Area: General Administration

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Effective: November 25, 2019  
Date Last Amended/Reviewed: August 22, 2019  
Date Scheduled for Review: July 1, 2026  
Supersedes: Campus Closures (September 1, 2005, June 1, 2007, October 1, 2011, September 5, 2019)

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Applies to: CU Anschutz

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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, university staff and student employees at the University of Colorado Anschutz Medical Campus (“CU Anschutz”). Circumstances which may require that CU Anschutz 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 Anschutz 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 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 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.
- Status of the roads 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)
  - Circulator (Anschutz Medical Campus)
  - 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 Anschutz 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. CU Anschutz Medical Campus*

The CU Anschutz Chancellor or designee(s), usually the Executive Vice Chancellor for Administration and Finance, have authority over the Anschutz Medical Campus, and off-campus work locations associated primarily with these campuses. This applies to the locations in the Denver Metro area. Individuals in off-site locations outside of a radius of 30 miles of Aurora will follow the closure decision by the facility in which they are practicing.

University of Colorado Hospital Authority (UCH), Children's Hospital Colorado (CHCO) and other affiliates at CU Anschutz have separate operating policies that affect their staff. However, every effort will be made to coordinate closure information with hospital partners and other affiliates, particularly to ensure appropriate medical care coverage.

b. *CU South Denver*

The CU South Denver Vice Chancellor for Enterprise Development or designee(s), have closure or delayed reporting determination for employees assigned to CU South Denver location, and off-campus work locations associated primarily with this facility. While arriving at a closure determination decision, the Vice Chancellor for Enterprise Development will maintain active communication with the CU Anschutz Executive Vice Chancellor for Administration and Finance and the CU Denver Senior 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 or department supervising and directing the impacted off-campus activities.

2. Communicating Closure Decisions

The Office of Communications at CU Anschutz 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 Alerts text messages and social media channels
- b. Local television and radio stations and their websites
- c. The CU Anschutz website: <http://www.cuanschutz.edu>
- d. The CU Anschutz emergency information number 877-INFO-070 (877-463-6070)

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. 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. 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

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.

## Notes

1. Dates of official enactment and amendments:  
September 1, 2005: Adopted by the Vice Chancellor for Administration and Finance.  
June 1, 2007: Revised.  
October 1, 2011: Revised  
January 17, 2019: Reformatted  
September 1, 2019: Revised  
November 25, 2019: Administrative Revision
2. History:  
June 1, 2007: Revised.  
October 1, 2011: Revised—small corrections on contact information and deleting references to 9<sup>th</sup> Avenue.  
January 17, 2019: Reformatted to reflect a Campus-wide effort to recast and revitalize various Campus policy sites into a standardized and more coherent set of chaptered policy statement organized around the several operational divisions of the university.  
September 1, 2019: Revised to clarify Human Resource issues (leave and compensation), proper agencies who are involved in a closure decision and communicating that decision, and updated messaging tools. Clarification for CU Denver’s coordination with Auraria Campus, and how CU Denver South Location arrives at closure/delays decisions.  
November 25, 2019: CU Denver established its own Campus Closure policy (5011). As a result, all references to CU Denver were stripped from this policy.
3. Initial Policy Effective Date: September 1, 2005
4. Cross References/Appendix: N/A