

MANSFIELD UNIVERSITY CLOSING OR SHUTDOWN FOR WEATHER OR NATIONAL DISASTER PROCEDURE

The sole responsibility for carrying out this procedure resides with the President or his/her designee. The University shall strive to remain open whenever possible to fulfill its primary mission as a learning institution, to provide services for our students, and to serve our region.

DEFINITIONS

1. **UNIVERSITY CLOSING:** A University closing is defined when all University operations stop with the exception of essential functions. During a closing, classes are cancelled, the University is closed to the public, and all employees, except for essential staff, are asked to leave at their earliest convenience after the announced time of closing.
2. **UNIVERSITY SHUTDOWN:** A University shutdown is a reduction in normal operations during which classes are cancelled, the University is closed to the public, and the University recognizes a liberal leave policy for all employees eligible to earn annual leave. During a shutdown, departments are not required to maintain a work force except for those considered essential and employees who do not work will be assessed annual leave for the duration of the shutdown. During a shutdown, supervisors shall automatically approve annual leave for non-essential employees who are not at work.

PROCEDURE

1. A university closing shall be considered during a national catastrophe, a severe threat to the safety of the campus, or severe weather that may result in the closure of highways by the commonwealth. In other situations, including weather conditions that create concern among employees and students with regard to travel on roadways, consideration shall be given to a shutdown.
2. Prior to announcing a closure or shutdown, the President, or his/her designee, shall secure input from Cabinet and others as deemed appropriate.
3. If the decision is to close all non-essential employees will be asked to leave at their earliest convenience after the announced time of closing. During a closure the University will adhere to all collective bargaining agreements and will follow Management Directive 530.17, as applicable. Thus, during a closure non-essential employees will be paid without having to use personal or vacation time. Employees who work during a closure are to be compensated according to their collective bargaining agreement.
4. If the decision is to shutdown, non-essential employees eligible for annual leave may elect to use annual leave for the day or the remainder of the day. Non-essential employees who remain at work or report to work during a shutdown

should do so with the approval of their supervisor. Classes are cancelled and faculty need not report.

5. Normal operations will resume the next working day following a closure or a shutdown without further communication.
6. The Mansfield University Weather and Emergency Line, (570) 662-4499, and the university's web page, www.mansfield.edu, are the official "venues" for announcements about university class schedules and work schedules when weather affects, or has the potential to affect, travel to and from the university's main campus. Closures or shutdowns made during the normal work day shall also be communicated to employees using voice mail and the campus television message service.
7. The administration, through the Public Relations Office, will also communicate any decision to close or shutdown to various media including radio stations WDKC, WATS, KISS FM, WSKG, WHGL, WFRM, WNBT, WNTE, WINK and via cable television messages. The media; however, may not distinguish between a closure and a shutdown, therefore employees are to check the weather line or the web page if an accurate distinction is necessary.

ESSENTIAL EMPLOYEE LIST

All positions listed below are required to work as scheduled during University Closures or University Shutdowns that are called due to weather conditions or a national disaster.

Managers and SCUPA

President
Vice President for Finance and Administration
Director of Facilities Management and Operations
Custodial and Grounds Manager
Building Maintenance Manager
Utility Plant Manager
Director of Residence Life and all Assistant Directors of Residence Life
Director Police Services and Safety
Other managers may be specifically asked to work.

UPGWA

All Police Officers and Police Officer Supervisors

AFSCME

Utility Plant Operators, Water Plant Operators, Equipment Operators, Groundskeeper Foremen, Groundskeepers, Automotive Mechanic, Electricians, Electrical Foremen, Maintenance Repairmen, Temperature Control Technicians, Refrigeration Mechanics, Plumbers, Plant Mechanics, and Locksmith. Anyone on the snow removal crew is also essential if the shutdown/closure is for winter weather. Other Physical Plant personnel may be specifically asked to work.