

RADFORD UNIVERSITY AUTHORIZED CLOSINGS

POLICY

It is the policy of Radford University to operate in accordance with its approved University calendar and to maintain full operations unless specifically closed by the President (or designee). All authorized closings resulting from inclement weather, natural disasters, or other emergency conditions will be announced through the Communication Plan described in this policy.

A. Authorized Closings

When the university is affected by inclement weather, a natural disaster, or other emergency, classes may be canceled or operations of the university officially suspended. Such authorized closings may be for an entire or partial day or shift. Non-essential personnel are not required to work during an authorized closing. Such periods of leave should be reported as Inclement Weather (IW). Essential personnel are required to work during an authorized closing.

When authorized closings occur for emergencies other than inclement weather, essential personnel will be designated on a case-by-case basis. Employees will be compensated as documented below.

I. Compensation for All-Day Closings (All Classified Employees)

Non-Essential Personnel

To be eligible for pay, non-essential employees must work or be on approved paid leave the work day before and the work day after the authorized closing.

Non-essential employees who are on approved leave with pay on the day of an authorized closing will not be charged leave for the day. Instead, the time will be recorded as Inclement Weather (IW).

Non-essential employees called in to work will be treated as essential personnel.

Non-essential employees who are on short-term disability under the VSDP will continue to receive their percentage of compensation based on the benefits provided under VSDP.

Employees who report to work during an all-day closing as a result of not having heard the closing announcement or who choose to work during the authorized closing shall not normally receive compensatory leave, except in extenuating circumstances when the department head designates the employee as essential personnel. Therefore, non-essential personnel who work without the permission of the department head during periods of authorized closing shall not be credited with compensatory leave.

Essential Personnel

Employees in the positions identified as essential in Attachment I are required to work during such authorized closings.

Essential personnel will be granted compensatory time for hours worked during authorized closings up to the maximum number of hours of their normal work shifts whether or not the authorized closing occurs during the employee's regularly scheduled work shift. Essential personnel who are considered non-exempt under the Fair Labor Standards Act and who work over 40 hours in the work week will be eligible for overtime payment.

Essential employees will be considered non-essential while on short-term disability under the VSDP.

Essential personnel who do not report to work as scheduled must charge time missed to accrued leave balances or leave without pay, as appropriate.

II. Compensation for Early Closings or Late Openings (All Classified Employees)

Non-essential Personnel

When conditions result in authorized changes in work schedules, such as late openings or early closings, employees will be paid for such authorized absences if they work or are on approved paid leave for all or part of the work schedule not affected by the authorized closing.

Employees who leave work prior to the announcement of an early closing may not charge the difference in time to authorized closing leave described in this policy. Hours covered by the authorized closing should be charged to Inclement Weather (IW). The difference in time must be charged to accrued leave, or leave without pay, as appropriate.

Non-essential personnel who work during periods of authorized closing without approval of the department head shall not be credited with authorized closing leave.

For partial closings, non-essential employees who work an alternate shift shall receive authorized closing leave for the portion of their shift during which the university was officially closed.

Essential Personnel

Employees designated as essential personnel must report to work during authorized closings; they will be credited with compensatory time for the hours worked. Essential personnel who do not report to work as scheduled must charge time missed to accrued leave balances, or leave without pay, as appropriate.

Essential employees who are considered non-exempt under the Fair Labor Standards Act and who work over 40 hours in the work week will be eligible for overtime payment.

III. Transportation Difficulties (No Agency Closing)

Employees who do not report to work as scheduled must charge time missed to accrued leave or leave without pay, as appropriate. However, supervisors may allow employees up to a maximum of one hour past the start of their normal shift to report to work during conditions of transportation difficulties caused by inclement weather or emergency conditions if the time lost is justifiable in view of the conditions.

IV. Hourly Wage Employees

Wage employees designated as essential personnel will be paid for the hours worked during periods of authorized closings. No compensatory leave may be accrued by wage employees.

V. Closings on Employee's Rest Day

Employees whose scheduled day off falls on a day when the University is closed will not be credited with compensatory time.

VI. Closings on Employee's First or Last Day of Employment

Non-essential employees scheduled to begin work on an authorized closing day will receive pay for that day if they work the entire day following the authorized closing.

If employees are essential, they are required to work their shift. Their appointment will be effective only if they actually work their shift. If they do not report to work, their appointment will be effective the first day they actually report to work.

When an employee's scheduled resignation date becomes an authorized closing for the entire shift, the employee will be paid for that day if s/he worked or was on paid leave the day before the authorized closing.

B. COMMUNICATIONS PLAN

In the Fall of each year, the University's Department of Human Resources distributes a mailing to deans, directors, and department heads instructing that they review the current list of essential positions and inform their essential employees of their departmental communications plan and what is expected of them in an authorized closing situation.

Department heads should develop a communications plan for employees to follow in the event of authorized closing situations. In doing so, managers should anticipate the needs of essential operations, organize a telephone tree, and share detailed instructions to ensure adequate coverage and clear communications.

If the President (or designee) authorizes an all day closing, the following announcement will be

made by the Office of University Relations:

"Radford University classes are canceled and administrative offices are closed."

The announcement will be made on the following radio and TV stations at a minimum:

K92 Radio (Roanoke)	WPSK Radio (Pulaski)
WBLB Radio (Pulaski)	WPVR/WFIR Radio (Roanoke)
WBRW Radio (Radford)	WRAD Radio (Radford)
WBXW Radio (Radford)	WROV Radio (Roanoke)
WDBJ TV (Roanoke)	WSLC-WSLQ Radio (Roanoke)
WFMV Radio (Roanoke)	WSLS TV (Roanoke)
WFNR Radio (Christiansburg)	WVBE (Vibe 100) Radio (Roanoke/Lynchburg)
WFNR-FM Radio (Radford)	WVRU Radio (Radford)
WJJS/WJJX Radio (Roanoke)	WVTF Radio (Roanoke)
WMGR/WMJA Radio (Roanoke)	WYYD Radio (Roanoke)
WMGR/WVGM Radio (Roanoke)	

If employees cannot access radio or TV announcements, or to verify unclear information, they should call the University's switchboard at 831-5000. The switchboard will begin updating the message at 6 a.m. on those days when inclement weather or other authorized closings may be a factor.

The announcement will also be posted on the University's Home Page under the heading "Closing Announcement" and will be linked to full details about the closing notice. The notice will be posted immediately upon final authorization.

Decisions to close for partial days and the scope of the closing will be communicated to those employees at work by the President through the administrative staff.

C. DISSEMINATION OF THE POLICY

Information regarding this policy will be included in the *Classified Employee Handbook*. The policy will also be communicated by the position supervisor to a new employee during orientation to the job and is disseminated annually along with the list of essential positions to deans, directors, and department heads.

ESSENTIAL POSITIONS IN THE EVENT OF INCLEMENT WEATHER/EMERGENCIES

If not all positions in a role are essential to work, those designated are identified by position number.

DEDMON CENTER

Administrative and Office Specialist III

Building Manager (00380, 00433)
Operations & Scheduling Manager (00460)
Pool Manager (00476)
Recreation Supervisor (00066, 00554, 00562)

Housekeeping and Apparel Services Worker I

DINING SERVICES

Food Service Manager I

Food Service Manager II

Food Service Technician I

Food Service Technician II

Food Service Technician III

FACILITIES MANAGEMENT

Administrative & Office Specialist II

Customer Services Specialist (00207)

Architect/Engineer I

Building Automation Engineer (00360)

Equipment Service and Repair Technician I

Housekeeping and Apparel Services Manager I

Housekeeping and Apparel Services Worker I

Housekeeping and Apparel Services Worker II

Trades Manager I

Director of Housekeeping (00369)
Building & Grounds Manager (00270)

Trades Manager II

Trades Technician I

Trades Technician II

Trades Technician III

Trades Technician IV

Transportation Operator I

Transportation Operator II

Commercial Vehicle Operator (00222)

Utility Plant Manager I

Utility Plant Specialist II

Store/Warehouse Specialist II

Storekeeper Assistant (00314)

Store/Warehouse Specialist III

Materiel Exped & Storeroom Manager (00473)

Wage Positions

Trades Technician I

Trades Technician II

STUDENT ACTIVITIES (Hurlburt Student Center)

Administrative and Office Specialist III

Student Activities Building Operations Manager (00448)

Evening/Weekends Operations Manager (00447)

UNIVERSITY RELATIONS

Public Relations and Marketing Manager III

Director (00120)

TV/RADIO COMMUNICATION SERVICES

Media Specialist III

WVRU Operations Director (00502)

UNIVERSITY POLICE

Police Chief

Emergency Coordinator I

Law Enforcement Officer I

Law Enforcement Officer II

Sergeant (00177, 00316, 00385)

Wage Positions

Security Officer III