

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.

Essential Personnel: Employees designated as essential personnel must report to work during authorized closings. Hours worked during an authorized closing should be reported under "Authorized Closing 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. When authorized closings occur for emergencies other than inclement weather, essential personnel will be designated on a case-by-case basis.

Non-Essential Personnel: Non-essential personnel are not required to work during an authorized closing. Such periods of leave should be reported as "Authorized Closing."

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

Essential Personnel

Employees in the positions identified as essential (Attachment 1) are required to work during 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.

Non-Essential Personnel

To be eligible for pay, non-essential employees must work or be on approved 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 under "Authorized Closing."

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.

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

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.

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 "Authorized Closing." The difference in time must be charged to accrued leave or leave without pay, as appropriate.

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.

III. Off-Campus Site Closings

Recommendations to close an off-campus, satellite or extension site will be made to the President (or designee) according to the Academic Affairs' communications plan/procedure. Announcements will be made according to the policy.

IV. Closing of a Building/Office

If a department head thinks that an office or department should be closed because of safety or health risks to employees or the public, the Safety Department should be contacted for a recommendation. A recommendation to close an office should be forwarded to the President (or designee) for approval. After normal work hours, supervisors should contact the on-duty shift commander in the Radford University Policy Department to discuss safety or health risks that may necessitate the closing of an office or building. If it is determined that the office or building should be closed due to safety or health risks and no other reasonable options have been identified, the employee will be compensated for those hours of closing. The university's Department of Human Resources should be notified of any approved closing.

For office or building situations when the work environment is uncomfortable but does not pose identifiable health or safety hazards, department heads may request approval from the appropriate division vice president to allow employees to use accrued leave or to temporarily reassign the employees to other work areas.

V. Transportation Difficulties

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.

VI. Hourly Wage Employees

Wage employees designated as essential personnel will be paid for the hours worked during periods of authorized closing. No compensatory leave may be accrued by wage employees, and wage employees are not compensated for time not worked.

VII. 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.

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

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.

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.

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 6:00 am 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 and will provide full details on the closing. The announcement 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 (C00380)
Operations & Scheduling Manager (C00460)
Recreation Supervisor (C00066, C00554)
Manager RU Sports Complex (C00562)

Housekeeping and Apparel Manager I (C00155)

DINING SERVICES

Food Service Manager I

Food Service Technician I

Food Service Technician II

Food Service Technician III

EMERGENCY PREPAREDNESS

Emergency Executive Director
Emergency Coordinator II

FACILITIES MANAGEMENT

Administrative & Office Specialist III

Customer Services Specialist (C00207)

Architect/Engineer I

Mechanical Engineer I (C00360)

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

Housekeeping Director (C00369)
Landscape Superintendent (C00291)
Building Services Manager (C00602)

Trades Technician I

Trades Technician II

Trades Technician III

Trades Technician IV

FACILITIES MANAGEMENT (continued)

Info Tech Spec I

Transportation Operator I

Transportation Operator II

Commercial Vehicle Operator (C00222)

Utility Plant Manager I

Utility Plant Operator II

Store/Warehouse Specialist III

Materiel Exped & Storeroom Manager (C00473)

Wage Positions

Trades Technician I

Trades Technician II

STUDENT ACTIVITIES (Hurlburt Student Center)

Professional Faculty

Program Coordinator for Operations, Education and Technology (FA3780)

Evening/Weekends Operations Manager (C00447)

STUDENT HEALTH SERVICES

Healthcare Provider

Nurse

Receptionist

UNIVERSITY RELATIONS

Professional Faculty

Director of University Relations (FA2240)

TV/RADIO COMMUNICATION SERVICES

Professional Faculty

WVRU Operations Director (FA1870)

UNIVERSITY POLICE

Emergency Coordinator I

Law Enforcement Officer I

Law Enforcement Officer II

Law Enforcement Manager I

Wage Positions

Security Officer III

