

## Campus Closure, Delayed Start, Early Close, or Remote Operations Policy

<b>Section:</b>	University Policies
<b>Effective Date:</b>	November 2023
<b>Next Review Date:</b>	November 2024
<b>Approved Date:</b>	November 2023
<b>Responsible Department/Division:</b>	University Administration

### Purpose:

The purpose of this policy is to establish guidelines, protocols, and practices for times when the university will need to adjust or close operations due to conditions at any of the university locations. Such conditions could include, but are not limited to, severe weather, inclement weather (snow, ice), utility outages or interruptions, and other circumstances that will disrupt the normal operations of the University.

### Scope:

This policy applies to all faculty, staff, students and visitors to any of the Franklin Pierce University locations.

### Policy:

Franklin Pierce University is committed to the safety and security of its students, faculty, staff and visitors. Based on weather or other conditions, the decision to close or move to working remotely is based on the concern for safety of the University community. It is our practice to remain open and conduct business as usual unless otherwise noted in this policy, including when the University is working remotely.

This policy replaces and supersedes the previous 'Emergency and Severe Weather Policy'.

### Definitions

**"Closure"** – a decision that is based on the severity of conditions that creates an interruption of operations and requires the university to close the location for the day.

**"Delayed Start"** – the decision to delay the start of the regular workday for non-essential employees.

**"Early Release"** – the decision to send non-essential employees home prior to the regular end of their shift.

**"Essential Employees"** – an employee who has been designated as essential, or has essential functions, and is required to report to work during any closing of the campus. Essential employees are needed to provide services to students and to maintain the safety and security of the campus. Such designation is listed on the job description. Essential employees are expected to report to, or remain on-site for their entire scheduled shift, unless expressly excused by their supervisor. Departments that are covered by this designation include, but are not limited to: Facilities, Residential Life, Health Services, Athletics, Library Services, Payroll and Student Affairs. As not all employees within these

departments are designated essential, check with your supervisor.

**“Non-Essential Employees”** – an employee who is not designated essential, and is expected to work remotely if a closure is announced.

**“Remote Operations”** – the decision to allow non-essential employees to work from home for their regular shift.

### **Practices and Procedures**

**General Information:** The University will make every effort to provide all services and hold classes at all Franklin Pierce University locations in New Hampshire, Texas and Arizona. When a change to the routine schedule is required, the decision process will include the following considerations.

#### **Communication of Closure:**

If weather conditions or other emergencies make it extremely difficult to maintain a safe schedule of academic activity and business operations, the University will announce the closure or delayed start. This announcement will be distributed via FPU text alerts and email. Where possible, the closure or delay announcement will be made by 6:15 a.m.

#### **When students are on campus:**

##### **Closure –**

- Faculty will notify students of any adjustment to the class schedule.
- Staff will work remotely for their normal working hours, or alternative working options prearranged with their supervisor.
- In consultation with their supervisors, staff can work remotely for the whole day.
- Staff can use PTO for the hours not worked.
- Essential staff will work on campus, where possible.

##### **Delayed Start -**

- Faculty will notify students of any adjustment to the class schedule.
- Staff can work remotely for the hours of delay, then report to campus at the scheduled time for opening.
- In consultation with their supervisors, staff can work remotely for the whole day.
- Staff can use PTO for the delay hours not worked remotely.
- Essential staff will work on campus, where possible.

##### **Early Release –**

- Faculty will notify students of any adjustment to the class schedule.
- Once staff have left campus and returned home, they can work remotely for the remaining hours left due to early release.
- Staff can use PTO for the early release hours not worked remotely, or coordinate alternative work arrangements with their supervisor.
- Essential staff will work on campus, where possible.

Staff in positions that are not able to work remotely, should use PTO to cover hours not worked. Alternatively, employees can coordinate a revised schedule with their direct supervisor – such work to be completed within the same workweek.

If the campus or center is not closed, employees are expected to report to work, if not working remotely. Employees, in consultation with their supervisor, should use PTO if they are unable to report to work, and cannot work remotely.

Temporary workers, student employees, or work-study students are not covered by this policy. Such employees are only paid for actual hours worked and are not eligible to earn paid time off.

#### **When University is Working Remotely:**

During this period, some residential students, as well as employees, will continue to live and work on the Rindge campus. There may be conditions where the University will need to issue an inclement weather announcement. At this time, essential employees will continue to come to campus (where possible). For non-essential employees scheduled to come to campus at that time, should work remotely and reschedule their campus visit for an alternative time.

#### **Previously Scheduled Athletic and University Events:**

In the instance that a closure, delay, or early dismissal occurs over a period of time in which there are previously scheduled Athletic competitions or University events occurring, decisions as to the continuation or postponement of these competitions or events will be made on an as needed basis by consulting with the responsible parties.

#### **Policy Administration**

Human Resources Department is responsible for administering and enforcing this policy. If you have any questions regarding this policy, please contact the Human Resources Department.

#### **Policy Modification**

Franklin Pierce University reserves the right to modify this policy at any time in its sole discretion to adapt to changing circumstances and business needs, consistent with its commitment to maintaining a safe and healthy workplace.