

## **ARTICLE 14 – EMERGENCY CLOSURE/ SUSPENDED OPERATIONS**

- 14.1 Suspended Operations. In accordance with state regulations, the University President or designee may suspend the operation of all or any part of the institution whenever the President or designee determines that public health, property, or safety is jeopardized due to an emergency.
- 14.2 In the event that the University suspends operations, employees scheduled but not required to work shall be governed by the following provisions:
- 14.2.1 If the University suspends operations after the employee’s work shift has begun, the employee will be paid for a minimum of half of their shift or the actual time worked, whichever is greater.
- 14.2.2 Employees who miss paid time due to a suspended operations closure shall be allowed to take accrued compensatory time, annual leave, personal holiday time or leave without pay for the work hours not paid. Employees taking leave without pay may request to work additional hours within fourteen (14) days after operations resume. Reasonable work must exist as determined by the supervisor. The employee must receive supervisory approval prior to working the additional time, however; approval will not be denied absent a legitimate business reason, which will be provided to the employee in writing. Employees have ninety (90) days after operations resume to make up the amount of pay lost. The supervisor schedules extra hours at times most convenient for the work of the department and, whenever possible, most convenient for the employee.
- 14.3 Inclement Weather. Employees who are unable to report to work because of inclement weather may take annual leave, personal holiday, accrued compensatory time, or leave without pay. An employee must use personal holiday as a full day or shift.