

Document History

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PRP # 5205 – University Closing Policy

1. RATIONALE FOR POLICY

To ensure consistent and orderly processes for closing the university or compressing the schedule.

2. KEYWORDS/DEFINITIONS

Closing, Compressed Schedule, Essential Employees, Liberal Leave

Campus Closed – Instructional Activities On-Line - Campus is closed for traditional in-person instruction and residential functions.

Compressed Schedule - A class schedule that provides for the carrying out of instructional activity with shorter class periods as defined.

Curtailed Campus Operations – Situations where university status is “Campus Closed – Instructional Activities On-Line” and conditions warrant reducing on-campus functions to minimal levels. Developing or emerging conditions may result in situational variations of these functions and staffing levels.

Essential Employees – Employees who are designated as required to work when a university closure or compressed schedule is authorized. These positions are usually in operations that must provide direct student facing services or are engaged in around the clock operations. The designation of essential can depend upon the employees’ duties, as well as the circumstances for the closing or class compression.

Essential Teleworkers - Employees who have been identified as situationally essential by their Vice President and have responsibilities that can be met via telework. These employees will be properly equipped and are expected to meet their work schedule and assignments from a remote location.

Liberal Leave - Under conditions of liberal leave, employees must utilize annual, personal or documented compensatory time for work missed if they choose to leave campus or not to report to work. When liberal leave is declared, all supervisors/department chairpersons will approve submitted leave requests. Any employee who had leave scheduled prior to the closure/compression will be charged for that leave.

Social Distancing - Examples of social distancing may include any or a combination of the following:

- Report to work as normal but limit contact with the public and others in the department by separating work areas and locking work areas.
- Change procedures where employees can handle tasks via technology as opposed to face to face.
- Cancel meetings and gatherings or change to hold these via technology.
- Discontinue non-essential work that involves a high level of human to human contact.
- Establish flexible works hours to stagger employee shifts to limit the number of employees in contact with each other. Hours determined by the supervisory chain.

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Telework - Work at home or at remote work locations for all or part of the employee's normal work assignment.

Remote work location - Any work location (i.e. home office, alternate site, etc.) other than the employee's regular Bloomsburg University work location that provides a safe working environment and provides for security of information processed.

3. BACKGROUND INFORMATION

In the event severe weather conditions or other emergency threatens to disrupt class and/or administrative office schedules, the primary concern will be the safety and welfare of the students, faculty and staff.

4. POLICY

When severe weather conditions or other emergency threatens to disrupt class and/or administrative office schedules the following will occur:

A. Severe Weather

- I. The Vice President for Administration and Finance (or designee) will contact the Pennsylvania State Police and/or Pennsylvania Department of Transportation to ascertain the condition of roads.
- II. The Vice President will confer with the Assistant Vice President for Facilities Management to evaluate the ability to keep campus roads, parking areas and walkways cleared throughout the day.
- III. The Vice President may confer with other members of the Executive Staff to develop a recommendation for the President on the status of classes/administrative offices.
- IV. If severe weather conditions exist prior to the start of the class/administrative office schedule, a decision will be made by 5:15 a.m.

B. Emergency Situation

- I. The Vice President for Administration and Finance (or designee) will contact the Bloomsburg University Police Department, other university officials and commonwealth or community officials (e.g. Law enforcement, utility providers, county EMA) as necessary to collect and confirm information necessary to counsel the President or his/her designee regarding the potential need to close the university or compress schedules.
- II. The University President, upon conferring with the Vice President for Administration and Finance (or designee), will determine whether to close the university, compress schedules, or take other or no action.

C. Public Safety Concern

- I. The University President (or designee) will make any determination related to closure or curtailing on-campus instruction, instruction related services (e.g. tutoring, advising), non-instructional services, and activities (e.g. residence halls, dining services, academic related presentations, athletic contests, and hosting community or cultural activities).

- II. The President (or designee) will require each division to provide plans to continue to deliver essential services to students during periods which the university is not in normal operations or an alternate as described in 4.A., or 4.B. above
 - a. The Provost will be responsible for developing plans for and providing faculty with the necessary resources to adjust to delivering instruction and related services.
 - b. Other divisional Vice Presidents will be responsible for developing plans to meet the functions of their divisions necessary to support the instructional mission and ensure continuity of operations.
 - c. In extreme circumstances, situational protocols may require temporary variations from this policy. This policy will serve as a guiding document in such situations.

- D. Upon determining the necessity to close the university, compress schedules or otherwise adjust university operations, the President may invoke one of the following five options:
 - I. Compressed Class Schedule beginning @ 10 A.M./Liberal Leave.**

If the classes and/or administrative office day have yet to begin, the compressed class schedule may be put into effect. Essential employees must report at the regular time, unless otherwise directed by their supervisor. All staff employees must report on time or utilize liberal leave. The compressed class schedule to be implemented in this circumstance is located in Appendix A.
 - II. Classes Canceled/Liberal Leave.**

This decision will be made prior to or during the class and/or administrative office schedule. If the class schedule has begun, classes may be curtailed for the remainder of the day at a designated hour including evening classes. Essential employees must remain and/or report, unless otherwise directed by their supervisor, and all offices are open. All staff employees must report on time, remain at work or utilize liberal leave.
 - III. University Closed.**

If the decision is made to close the university, essential employees must remain and/or report, unless otherwise directed by their supervisor. Other employees are not required to take leave nor report to work.
 - IV. Instructional Activities On-Line – Level 1 (Campus Open)**

If the decision is made to close the campus and move instructional activities to on-line methods, faculty will adjust their instructional modality as necessary, and non-instructional employees will continue with their normal schedule.
 - V. Instructional Activities On-Line – Level 2 (Curtailed Campus Operations)**

If the decision is made to curtail campus operations and move instructional activities to on-line methods, faculty will adjust their instructional modality as necessary.
 - a. Limited (as approved by Residence Life) or no students and employees on campus. Utility Plant, Police and designated Residence Life staff are considered essential and are expected to report to campus as scheduled

- b. Essential Teleworkers - Employees who have been identified as situationally essential by their Vice President and have responsibilities that can be met via telework. These employees will be properly equipped and are expected to meet their work schedule and assignments from a remote location.
 - c. Employees not identified in a. or b. above will not have to report to campus or telework, and may remain in pay status until they are directed to return to work (on-campus or telework)
- E. Upon confirming the necessity to close the university or compress schedules the Vice President for Administration and Finance (or designee) will contact the Senior Vice President and Provost, and Marketing and Communications to ensure the decision to close or compress is appropriately communicated to the university community. Any special messaging or instructions related to the closure or compressed schedule will also be communicated by Marketing and Communications.
- F. Notifications will be made using university email, website, other social media outlets, emergency notification tool and other regional media outlets, based upon the nature and timing of the weather event or emergency condition.
- G. Determinations regarding which positions are essential will be made by the appropriate Vice President to ensure appropriate staffing is present based upon the university's operating condition.
 - I. Designation of essential employees in the situations described in Section 4.C. is intended to ensure safe and efficient operations based upon the university's operating status. Essential positions are identified in Appendix B.
 - II. Positions designated as essential will include this requirement in the job posting, and appointment letters to such positions will notify the selectee of the essential employee requirement.

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APPENDIX A

Compressed Schedule

Monday, Wednesday, Friday

Classes beginning between	Adjusted meeting time
8 to 8:50 a.m.	10 to 10:40 a.m.
9 to 9:50 a.m.	10:50 to 11:30 a.m.
10 to 10:50 a.m.	11:40 a.m. to 12:20 p.m.
11 to 11:50 a.m.	12:30 to 1:10 p.m.
12 to 12:50 p.m.	1:20 to 2 p.m.
1 to 1:50 p.m.	2:10 to 2:50 p.m.
2 to 2:50 p.m.	3 to 3:40 p.m.
3 to 4:15 p.m.	3:50 to 4:50 p.m.
4:30 to 5:45 p.m.	5 to 6:15 p.m.
6 p.m. and later	6:30 p.m. to end of class

Tuesday and Thursday

Classes beginning between	Adjusted meeting time
8 to 9:10 a.m.	10 to 11 a.m.
9:30 to 10:45 a.m.	11:10 to 12:10 p.m.
11 to 12:15 p.m.	12:20 p.m. to 1:20 p.m.
12:30 p.m. to 1:45 p.m.	1:30 to 2:30 p.m.
2 to 3:15 p.m.	2:40 to 3:40 p.m.
3:30 to 4:45 p.m.	3:50 to 4:50 p.m.
5 to 6:15 p.m.	5 to 6:15 p.m.
6 p.m. and later	6:30 p.m. to end of class

Departments offering courses that don't follow this schedule are responsible for providing students with a departmentally approved compressed schedule at the beginning of the term.

APPENDIX B

Essential Employees/Departments

The following departments are considered essential in the event of a university delay/closing due to severe weather conditions or other emergency unless otherwise notified by the appropriate vice president. Identified Essential Employees assigned to these departments are expected to report for their scheduled shift in the event of a university delay/closing.

There are five possible situations, each requiring a different definition of essential personnel. It is understood that unusual, unanticipated circumstances may necessitate management requiring the presence of other departments or personnel in any of these situations.

Situation 1: Winter Break - No employees and limited (as approved by residence life) or no students or employees on campus except Utility Plant and Police. Utility Plant and Police and designated Residence Life staff are considered essential.

Situation 2: Semester Break - Limited (as approved by residence life) or no students on campus; staff employees on campus. The following departments are considered essential--Utility Plant, Grounds, Garage/Transportation, Police and designated Residence Life staff.

Situation 3: University is in Full Session - Students, faculty and staff on campus. The following departments are considered essential--Police, all employees assigned in the Physical Plant (except employees assigned in the Planning and Construction Department and the clerical staff), Library personnel (designated personnel in Access and Reference Services), Networking and Telecommunications manager, Technology Support Services (one systems administrator), Residence Life staff, Student Health Center (except clerical staff), Food Services, Student Recreation Center, and designated Kehr Union staff.

In departments where there is more than one shift, employees are to report for their scheduled shift, unless otherwise notified.

Situation 4: Campus Closed – Instructional Activities On-Line

Campus Closed for Traditional Instruction and Student On-Campus Residence

Faculty

Faculty are determined to be essential in this situation. Faculty will deliver instruction and ancillary services via approved and supported on-line instruction or alternative methods (including modified on-campus, in-person instruction).

Non-Instructional Employees – Regular Schedule

Managers and Supervisors will arrange work environments or other workplace modifications specific to the condition(s) necessitating the campus closure.

Employees with student facing responsibilities will utilize technology to serve students in accordance with the on-line instruction plans promulgated by the Provost.

Telework may be considered to the extent that it meets the workplace objectives and requirements while also considering specific employee health conditions (medical documentation may be required) and applicable guidance and regulations.

Situation 5: Campus Closed – Instructional Activities On-Line - Curtailed Campus Operations

Campus Closed for Traditional Instruction and Residence

Faculty

Faculty are determined to be essential in this situation. Faculty will deliver instruction and ancillary services via approved and supported on-line instruction or alternative methods. In this situation, faculty will deliver their instruction from an off-campus location.

Non-Instructional Employees

1. Limited (as approved by Residence Life) or no students and employees on campus. Utility Plant, Police and designated Residence Life staff are considered essential and are expected to report to campus as scheduled.
2. Essential Teleworkers - Employees who have been identified as situationally essential by their Vice President and have responsibilities that can be met via telework. These employees will be properly equipped and are expected to meet their work schedule and assignments from a remote location.
3. Employees not identified in 1 or 2 above will not have to report to campus or telework, and may remain in pay status until they are directed to return to work (on-campus or telework).