



POLICY MANUAL

OPERATING POLICIES AND PROCEDURES

Number 507

Subject: University Closure

Effective Date: February 24, 1997

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507.1 POLICY

During severe inclement weather, emergencies or special situations, the University may have a full or partial closure. During official closures budgeted employees will be given administrative leave for regularly scheduled work hours as directed by the President. Payroll employees will not be paid during closures unless work is actually performed.

507.2 DEFINITION

2.1 Essential Personnel

Employees of the University who, due to the nature of their assignments, must continue to perform duties even during times of full or partial closure.

507.3 PROCEDURES

3.1 Assessment and Approval

(1) If severe weather, emergency or special circumstances occur, the Director of Facilities and the Director of University Police will assess circumstances and conditions and make a recommendation to the Provost and the Vice President for Business and Finance.

(2) After evaluating the recommendation and supporting information the Provost and the Vice President for Business and Finance will recommend full or partial closure, or alternative actions to the President or his/her designee. With the approval of the president or his/her designee, the closure or alternative action will be initiated.

3.2 Notification

(1) KUSU FM 91.5 will be the prime public source of disseminating information concerning campus closure or other emergency or special plans. In addition other local public media sources will also be given the same information for dissemination.