

Emergency Closure of Facilities Suspended Operations (Emergency Closure)

Health and Safety

EWU Policy 601-02

Authority: EWU Board of Trustees

Effective: ~~May 21, 2021~~ **May 21, 2024**

Proponent: President's Office

Purpose: This policy ~~is designed to inform employees about the procedures EWU will follow when it partially or fully closes~~ describes university standards and procedures related to suspension of university operations in the event of emergency situations such as severe weather, public health, electrical failures, etc. and campus closures.

History: This policy revises and supersedes the previous version dated ~~May 21, 2021~~ July 29, 2016. It was adopted by the EWU Board of Trustees on ~~[INSERT DATE], May 21, 2021~~ [INSERT DATE], May 21, 2024 and is effective as of that date.

Applicability: This policy applies to all members of the university community, including employees, students, and guests.

CHAPTER 1 – GENERAL

1-1. Closure Options

Depending on the type of emergency, EWU may choose to close a particular facility, cancel classes, move most activities into a remote environment, and/or completely suspend operations except for essential services. Options may include, but are not limited to:

- a. **Closure of a particular facility or part of a facility.** If an emergency is isolated to a particular facility, EWU may close that facility. To the extent possible, all activities that would normally take place in that facility should be moved to another EWU facility. For example, classes should be moved to an alternative location and supervisors should contact their respective dean or associate vice president to identify alternate work locations and technology for employees to resume work. Faculty members are required to notify students if a class is moved to an alternate location. The President, Provost, Vice President for Business and Finance, Chief of Police, Director of Emergency Management, or their designees may close a facility.
- b. **Cancellation of classes university-wide.** In some situations, such as following a national or campus tragedy, the President or Provost/Vice President for Academic Affairs may choose to cancel all classes. In these situations, all classes are cancelled, but university operations will remain in effect and staff will continue working in accordance with regular operations.
- c. **Transition to remote operations.** The President, Provost, or their designees, may

choose to move classes online for the duration of an emergency. In this situation, all classes must be moved to a remote environment and faculty must provide allowances for those students who are not able to attend due to the emergent circumstances.

All other university operations are also to be moved to a remote environment unless the work cannot be performed remotely. If an employee is unable to physically come to campus or unable to work remotely due to technology limitations or job duties, they should work with their supervisor to discuss alternate schedules, duties, and leave options.

d. Full closure of university operations except for essential services. In situations where it is infeasible to transition to remote operations, such as widespread electrical outages, the President or designee may suspend all university operations except for essential services. In this situation, all classes are canceled for the duration of the closure and only essential personnel should report to work as detailed below in chapter 2.

1-1. Declaration of Suspended Operations

~~The President of EWU, or designee, may suspend any or all operations of the institution whenever public health, property or safety is jeopardized. Emergency conditions under this policy are deemed temporary and shall exist only until normal operations can be resumed.~~

1-2. Notification

When the decision to close a facility, cancel classes, transition to remote environments, or suspend operations has been made, the president or designee will immediately notify the media coordinator and the Associate Vice President for Campus Safety & Chief of Police or designee.

The university will issue an 'EWU Alert' via the EagleSafe app and place information about closures on the main website. All EWU employees, students, and community members are encouraged to sign up for the EagleSafe app. All university devices are automatically enrolled in the EagleSafe app. and place information on the EWU Snowline (359 SNOW) whenever a suspended operation is declared.

~~Whenever possible and practical, the following individuals also will be notified: Director of Public Safety, vice presidents, deans, the presidents of the ASEWU, Academic Senate, UFE, PSE, and WFSE Local 931.~~

~~Employees whose work is affected by a suspended operation, will be notified through their department telephone tree. Supervisors are responsible for contacting their employees, whenever possible, to confirm they received the notice and understand their responsibilities. The notification will describe the emergency, work reporting requirements, and, whenever possible, the anticipated duration of the suspended operation. Employees are responsible for making sure their supervisors have their updated contact information.~~

Updates about facility closures/suspended operations will be provided through EWU Alerts via the EagleSafe app, the EWU Snowline, and/or the university homepage.

a. Local media: Facility closures/Suspended operations may also be reported by local media. However, local media reports are unofficial and should not be relied on for information pertaining to employees and/or students reporting for work or class.

b. Notification ~~not~~ Received after arrival: Employees are responsible for regularly checking for facility closures when emergency circumstances exist. If the notification of closure is sent after an employee arrives at their work location, the employee who have not received prior notification of suspended operations by one of the methods described above and who report to work shall receive a minimum of four hours pay for the first day that the condition exists.

1-3. Remote Facilities

Riverpoint: When there is a full closure of operations are suspended on the Cheney campus, EWU operations at Riverpoint will be closed/suspended as well. Riverpoint

operations will also be suspended whenever Washington State University suspends their operations at Riverpoint.

Catalyst & SIERR Building: EWU operations at the Catalyst Building will be closed/suspended whenever operations are fully closed/suspended on the Cheney campus.

Other EWU Locations: For EWU classes held at other locations, if the host institution closes its facilities for emergency reasons, EWU classes at the institution will be canceled.

CHAPTER 2 – ESSENTIAL SERVICES & PERSONNEL DURING A FULL CLOSURE

2-1. Essential Services

a. In the event of a full closure, ~~t~~The President or designee will determine the essential services required during the time when university operations are fully closed, of a declared suspended operation.

b. Supervisors will determine how many and which specific employees are needed to provide essential services.

c. Supervisors will notify the personnel needed to support authorized essential services.

d. Employees will not come to work during a full closure/suspended operations unless they are requested to do so by their supervisor in order to provide essential services.

2-2. Premium Pay Allowance

During a full closure/suspended operations, essential personnel will receive premium pay at straight time. Premium pay should be documented in timesheets for essential personnel. After suspended operations has been cancelled, the supervisor will send a report to Human Resources to confirm the employee names of essential personnel and the number of hours each employee worked.

~~a. In the event the emergency conditions exist only in a specific office or area of the university, the university shall attempt to provide the affected employee(s) with work in another office or area. An employee(s) so assigned shall not receive a reduction in pay.~~

~~b. If the suspended operations condition necessitating a full closure cannot be resolved within fifteen calendar days or less, the university will institute layoff actions or have requested approval for an extension in accordance with the provisions of applicable collective bargaining agreements and university policies. The exclusive~~

bargaining representative(s) will be notified in advance of such layoffs.

CHAPTER 3 – WORK TIME LOST

3-1. Making up Lost Hours

To compensate for time lost due to a ~~full closure or if an employee is unable to work remotely when operations are transitioned to a remote environment~~suspended operation, employees may:

- a. use accrued compensatory time (where applicable);
- b. use annual leave, personal holiday, and/or leave without pay; and/or,
- c. make up the work time lost, subject to the following conditions:
 - (1) employees must submit a written request, for approval by their supervisor, to make up lost time;
 - (2) work time lost must be made up during the ninety day period immediately following the ~~closure~~suspended operation (if operations are ~~fully closed~~suspended for a long period of time and it is not feasible to make up the time lost within 90 days, the ~~Executive Leadership Team~~President's ~~Cabinet~~ may extend the time period);
 - (3) the amount of compensation earned should not exceed the amount of salary lost; and,
 - (4) employees making up time must work in accordance with their respective compensation plan.