

### 3.3.4 Campus Closure Policy

#### Expectations During All Unanticipated Campus Closures or Partial Campus Closures

In the event of an early closure, late opening or full day campus closure due to severe weather conditions or other unforeseen circumstances, the intention is to keep operations running to the extent possible. General and administrative staff should plan to work remotely, seeking guidance from their supervisor as needed. The expectation will be that previously scheduled meetings will continue in an online format, unless determined by the organizer that rescheduling is a better course. On these days, general and administrative staff members will be paid for their regularly scheduled shift(s) at their normal rate of pay. In the event that a general or administrative staff member chooses not to work remotely, they must notify their supervisor and are expected to enter a vacation or personal day.

To ensure business continuity and campus safety for resident students, some general staff members continue to be required to physically report to campus during a campus closure period due to the nature of their job responsibilities. These staff general members will be paid at a rate of two times their normal hourly rate during an unanticipated campus closure.

In the event of a campus closure (early, delayed or full day), online courses should continue as planned, and hybrid classes should use that time for online instruction wherever possible. Faculty scheduled to teach on campus on a day when campus has been closed should move any affected classes online for synchronous or asynchronous instruction. Faculty should notify students of their alternative plans. While this is the ideal, during an unanticipated closure, some of our students may have disrupted access to technology or other resources, or may lack quiet spaces to be fully engaged in classes. Faculty are asked to be sensitive to these realities and to try to be accommodating to students when needed.

#### Notification for Early Closure

If severe weather conditions or other unforeseen circumstances that affect the normal physical working environment on the campus exist, the president or designated vice president may decide to close campus for the remainder of the day. Decisions for early closures will be communicated to the campus community via email and text notification by 3:30 p.m. Information will also be posted on the Campus website.

#### Notification of Late Opening or Campus Closure Policy

If severe weather conditions or other unforeseen circumstances that affect the normal physical working environment on the campus exist, the president or designated vice president may decide to delay opening or close the Campus. If such a decision is made prior to the start of the standard workday, notification will be communicated by email and text by 6:30 a.m. Information will also be posted on the Campus website. Staff members should also check local radio or television stations or the Campus website for closing information.