

University of Alaska Fairbanks
Policy #2003-001
Effective date 12/17/03

UAF Campus Closure Due to Emergency Conditions

Policy: The University of Alaska Fairbanks is to remain open during regular business and instructional hours in order to maintain services to students, faculty, staff, and the public.

Background: Emergency conditions due to severe weather, natural disaster, major utility outages or other circumstances have occurred, and are expected to again occur, at UAF. This policy provides guidelines in the event the Chancellor orders closure of all or part of the UAF Campus, Tanana Valley Campus, and UAF's extended sites.

In such cases, some or all non-critical service areas may be closed. To the extent possible in light of the circumstances, UAF will continue to maintain services critical to public safety, protection of life and property, transportation, and building and road maintenance. Employees in critical service areas and in all other units that remain open will be required to make every reasonable effort to meet their employment responsibilities.

Guidelines: Standard UAF guidelines governing attendance and pay will be in effect for tardiness and/or absenteeism due to severe weather or other conditions during any period in which the Chancellor has *not* declared closure.

Time lost from the regular work schedule during closure due to emergency conditions will be without loss of regular compensation for regular or probationary non-represented staff. Non represented staff who are required to report to, or who offer and are approved to work while a closure due to emergency conditions is in effect, will be paid their regular compensation and any additional hours worked are subject to FLSA/Wage and Hour overtime provisions, as applicable. Faculty and represented staff are subject to the compensation and overtime provisions of their respective collective bargaining agreements.

Decisions to allow employees to not report to work or to leave work early and return home as a result of severe weather or other conditions during any period in which the Chancellor has *not* declared closure will be the responsibility of the Dean or Director. Time lost from work under such circumstances will normally be charged to accrued annual leave or leave without pay.