

**Proposed UAF Policy: 02.05.011**Revised: **March 2011**

Responsible Chancellor's Cabinet Member: Vice Chancellor for Administrative Services

Responsible Department/Office: Marketing and Communications; All Vice-Chancellors

## **Emergency Closure and Employee Leave Options Policy**

### **POLICY STATEMENT**

The University of Alaska Fairbanks has multiple campuses around the state. At the Fairbanks locations, we are a residential campus that will conduct classes, maintain essential services and remain open for business to the extent possible during severe weather conditions or other unusual circumstances. Employees in the Fairbanks area should be prepared to attend work even in severe conditions to the extent they can safely do so.

### **BACKGROUND & JUSTIFICATION**

This policy provides broad guidance for employee leave options or attendance, recognizing that each situation may present unique challenges depending on the severity of conditions, reliability of transportation modes, employee and student residential location, the academic calendar, and date of event.

The Fairbanks campus and locations must conduct classes and remain open for business though conditions may impact some students' and some employees' ability to safely commute. Certain employees are necessary to maintain essential services and are required to attend work to the degree that they can safely do so.

### **DEFINITIONS**

Severe weather conditions, natural or man-made disasters or other unusual circumstances are events which may impact campus operations or employee ability to commute to work.

### **RESPONSIBILITIES**

During emergency situations, Cabinet will convene to review the circumstances and conditions. In consultation with their staff, Vice-Chancellors are responsible to determine essential services and to ensure services, classes and business are continued to the extent possible; in coordination with the UA President, the Chancellor will determine whether to cancel classes or close campus.

For rural campuses under the College of Rural and Community Development, the Chancellor delegates the above responsibilities and decision-making to the campus directors who will report conditions and notify the Chancellor and Vice-Chancellor for Rural, Community and Native Education when conditions require invoking procedures under this policy.

In extreme circumstances, the Chancellor may close campus and authorize the use of administrative leave for employee absences from work. Campus closure and administrative leave will be authorized only in extreme circumstances that impact even those students and employees who live on or near campus.

Restricted funds do not allow for payment of administrative leave and individual units will pay administrative leave time from available unrestricted funds

UAF Marketing and Communications is responsible to disseminate updated information to the campus and community through all available channels.

---

### **NON-COMPLIANCE**

---

Non-compliance may result in violation of the Fair Labor Standards Act.

---

### **EXCEPTIONS**

---

None

---

### **PROCEDURES**

---

Absent conditions requiring the authorization of administrative leave, the following options regarding employee leave may be implemented by supervisors, consistent with Cabinet determinations:

#### **Department Status:**

1. Vice-Chancellors must coordinate decision-making through Cabinet and keep the Chancellor advised of planned actions; Vice-Chancellors must coordinate with each other to be assured that essential services are adequately covered.
2. Vice-Chancellors and supervisors should determine essential services and communicate department status and operating hours to employees.
3. Vice-Chancellors may choose to reduce hours or remain fully open for business as circumstances dictate; employees who wish to work and avoid leave use should be accommodated to the extent possible. Supervisors should remain flexible during unusual circumstances and consider whether employee attendance is necessary to perform critical or essential functions.
4. Vice-Chancellors will update Marketing and Communication of department status.
5. Marketing and Communications will communicate information on University status during emergencies.

#### **Leave Options**

1. Employees may telecommute from home and work all or part of the day with supervisor approval.
2. If employees can safely commute and have access to their workspace, they can work a normal day.
3. Employees who are unable to safely commute to work, and are unable to telecommute, may use annual leave, leave without pay, or any combination of these leaves, for all or part of the day. Sick leave may be used for qualifying events described in University Regulation 04.06.130.
4. With supervisor approval and if the arrangement does not violate the Fair Labor Standards Act (FLSA), employees who do not have adequate leave may flex their work schedule to make up time missed due to conditions. Overtime and overtime pay must be

approved in advance by the supervisor. Approval is subject to budget considerations and department needs.

5. Other options as the Chancellor may authorize under circumstances presented.

POLICY APPROVED BY:

Signed:

---

Brian D. Rogers, Chancellor  
University of Alaska Fairbanks