

# ADMINISTRATIVE POLICIES AND PROCEDURES

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**SUBJECT:** UNIVERSITY CLOSING

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**AUTHORIZING BODY:** PRESIDENT'S COUNCIL

**RESPONSIBLE OFFICE:** FINANCE AND ADMINISTRATION

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**RATIONALE:** The University Closing Policy and accompanying procedures provide guidance for the orderly Cancellation of Classes, Emergency Closing, and Early Release of Employees during Extreme Conditions.

**POLICY:** To ensure continuity of services to students and the public, it is the policy of Oakland University (University) to remain open except under Extreme Conditions. During Extreme Conditions the University may initiate Cancellation of Classes, Emergency Closing or Early Release of Employees. Responsibility for such a decision rests with the Vice President for Finance and Administration (VPF&A), in consultation with the President and the Senior Vice President for Academic Affairs and Provost (Provost). The Provost and the Associate Vice President for Facilities Management are designated alternates for the President and VPF&A, respectively. Department heads, managers, and supervisors are not authorized to make such decisions.

**SCOPE AND APPLICABILITY:** This policy applies to all faculty, staff, students, visitors, vendors and University departments unless specific exceptions are granted. The policy applies to all University activities regardless of the day of the week.

## **DEFINITIONS:**

***Cancellation of Classes:*** Classes are cancelled due to Extreme Conditions for a given period of time and the University remains open and all University offices continue to operate and staff continues to work regular shifts.



**Emergency Closing:** An unanticipated official closing of the University due to Extreme Conditions. Scheduled classes are cancelled and most University offices are closed with University operations ceasing.

**Early Release:** Permission is granted for employees to leave work before their regular quitting time without loss of pay due to Extreme Conditions.

**Operational Day:** Unless otherwise specified, the Operational Day (24 hour day) for Emergency Closings begins at 5:00 a.m. A regularly scheduled shift is cancelled for an Emergency Closing if the start time of the shift occurs at the beginning of or during the Operational Day on the day of closure.

**Extreme Conditions:** Extreme Conditions include, but are not limited to, severe weather, natural disasters, major utility failure, and public safety issues.

**Designated Essential Personnel:** Designated Essential Personnel include certain personnel in the Police Department (OUPD), Facilities Management, Student Housing, and others determined to be necessary by the President or appropriate divisional Vice Presidents.

## **PROCEDURES:**

**1. Emergency Closing Procedure:** When an Emergency Closing is declared, students and employees will receive notice of closing, customarily by local media and/or, for employees, established departmental procedures.

**2. Early Release of Employees:** Notice of Early Release will be given to employees by department heads, managers or supervisors after such an Early Release decision is made.

**3. Academic Considerations:** Academic issues related to class make-up, test rescheduling, individual faculty or student absences, etc., will be addressed on a case-by-case basis by the responsible faculty member or appropriate academic department or unit. If a Cancellation of Classes or Emergency Closing occurs during a final examination period, any missed final examination periods or days will be made up in sequence on the first day or days after the end of the originally scheduled final examination period. Rescheduled final examinations will take place at the same time and in the same place as originally scheduled. No final examinations will be rescheduled on Saturday or Sunday unless the class is regularly scheduled on a Saturday or Sunday.

**4. Meadow Brook Hall and Meadow Brook Theatre:** A decision to close the University usually means Meadow Brook Hall (MBH) and Meadow Brook Theatre are also closed, however, special circumstances may require that they remain open on a limited basis. The VPF&A, or designee, retains the authority to close MBT during an Emergency Closing if it is determined that MBT activity on campus jeopardizes public safety. MBH and MBT management will inform the OUPD of their decision to stay open if such a decision is made. Persons should contact MBH or MBT directly for information regarding closure and are advised to watch local media outlets for

information.

**5. Scheduled On-Campus Programs:** All scheduled activities will be cancelled during an Emergency Closing, however, in special circumstances, the President, or designee, may allow a scheduled event (e.g. special meeting, athletic competitions, etc.) to occur. The Communications and Marketing Department will make a public announcement.

**6. OU at Macomb:** During Emergency Closings and Cancellation of Classes, Oakland University classes at the Macomb Intermediate School District (MISD), Macomb University Center (MUC), and Anton Frankel Center (AFC) will also be cancelled.

If Macomb Community College is closed, Oakland University classes at the MUC will also be cancelled.

If the MISD is closed, Oakland University classes at the MISD will also be cancelled.

In addition, the Associate Vice President for Outreach and Executive Director of OU-Macomb (AVPO) has the authority to cancel classes at MISD, MUC, and/or AFC under Extreme Conditions as determined by the AVPO.

**7. OUWB School of Medicine:** See OUWB School of Medicine Student Handbook for guidance on class cancellation.

**8. Other Off-site Locations:** During Emergency Closings and Cancellation of Classes, off-site locations will close or cancel classes only if the school district in which the off-site locations resides has closed or canceled classes. The University school closing hotline (248-370-2000) will contain information regarding off-site locations.

**9. Public Announcement:** All public announcements concerning Cancellation of Classes or Emergency Closings are to be coordinated by the Communications and Marketing Department. Designees of the Athletics and Campus Recreation Departments will inform the Communications and Marketing Department about the status of events and the availability of facilities in those two areas. As soon as the decision has been made to cancel classes or to close the University, notification will go out to local media outlets and information can be obtained through the campus information telephone line, (248) 370-2000, and website, [www.oakland.edu](http://www.oakland.edu). (Please do not telephone the OUPD dispatchers for closing information.) The Student Information Center and the Center for Student Activities will serve as information sources for students. Pertinent information regarding the University Closing Policy will be printed in the Oakland Post annually.

## **10. Guidelines for Compensation during Emergency Closings**

a. Employees who are on sick, vacation, or personal leave (or are scheduled for such) would continue to have the time away from work charged to their respective accrual accounts, because they would not have been at work during the Emergency Closing.

- b. Non-bargained for employees, POAM and POLC members who are scheduled to work qualify for payment for their regularly scheduled work hours for that Operational Day. Employees who do work are to be paid for time worked and be granted compensatory leave at the rate of one hour for each hour worked. Compensatory leave should be scheduled within the next four (4) weeks, at a time to be mutually agreed upon between the employee and the immediate supervisor.
- c. Other bargained-for employees (OUCMT, OUPSA and AAUP) should refer to their respective collective bargaining agreement.
- d. Excluded CT employees who report for work and do work at the request and/or direction of the University will receive compensatory time off at the rate of one hour for each hour of work actually performed on the date the University was officially closed. Such compensatory time should be consumed within the next four (4) weeks, at a time to be mutually agreed upon between the employee and the immediate supervisor.
- e. Temporary, casual and student employees are not eligible to be paid except for hours actually worked and approved by their supervisor.

#### **11. Guidelines for Compensation for Early Release of Employees**

- a. Employees who are granted such release time will be paid at their regular rate for the remainder of their regular work schedule that Operational Day.
- b. Employees not granted Early Release will continue to be paid for regularly scheduled hours worked at their regular rate of pay.
- c. Temporary, casual and student employees are not eligible to be paid except for hours actually worked and approved by their supervisor.

**12. Pay Check Distribution:** The OUPD will distribute employee pay checks from the Police and Support Services Building (PSS) during an Emergency Closing, however, duties related to public safety concerns will take precedent for OUPD staff on duty. Pay checks will only be released to employees presenting picture identification.

**13. Designated Essential Personnel:** It is the responsibility of the Directors in essential areas to develop appropriate reporting and work assignment procedures for Designated Essential Personnel to be executed during Emergency Closings and Early Release of Employees. These procedures should be communicated regularly to affected employees by their respective managers and supervisors.

#### **RELATED POLICIES AND FORMS:**

#### **APPENDIX:**



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