

**Effective January, 2005**  
**Approved by Cabinet**  
**Written by Human Resources**

## **Emergency Closing Policy**

At times, emergencies (such as severe weather, fires, or power failures) can disrupt the university operations. MNU will make every effort to maintain normal work hours during these emergencies or inclement weather. (The decision to cancel classes for snow or ice **does not** automatically mean that offices will be closed.) In extreme cases, the circumstances may require the closing of the university for an entire day or on days when weather conditions worsen as the day progresses or an emergency arises, the university may decide to close early. In these cases if the university offices are closed, each administrative unit will be notified as soon as the decision is made and they will notify individuals in their area.

When the university offices are officially closed due to one of the above listed emergencies or severe weather conditions, the time off from scheduled work will be paid. Time absent from work due to emergency conditions shall not be counted as hours worked when computing weekly overtime.

In cases where an emergency closing is not authorized, employees who choose to leave early, arrive late, or choose not to report for their normal work hours will not be paid for the time off. Employees may request available paid leave time such as unused vacation or personal day benefits to cover these hours. An employee must notify his/her supervisor if they choose to leave early, arrive late, or not report due to the emergency situation (severe weather, fire or power failure).

Some positions within the University have job responsibilities that are essential to the safety and well-being of students and employees. In addition, critical services employees maintain the overall functioning and maintenance of campus facilities and grounds. Critical services and emergency personnel include certain employees working in Facility Services, Campus Police, and may include others on a case-by-case basis. For more information concerning whether a position is classified as an emergency or critical services position, employees should speak with their manager or contact the Human Resources Office.

Employees in critical services positions must report for work during their scheduled shifts unless notified by their manager. If a critical services employee cannot report to work due to inclement weather, the employee must speak directly to his/her manager prior to the start of the shift in order to be eligible to use a paid day off. The time off will be unpaid unless a paid (vacation/personal) day off is used.

**NOTE:** If the university officially closes, critical services and emergency personnel that work their shifts will be paid for the hours worked in addition to receiving pay for the hours normally worked on the day the university is officially closed. Employees in critical services positions

must report for work during their scheduled shifts even when the university is officially closed for inclement weather, etc. unless notified by their manager. If they are notified by their manager not to come in they would receive pay for the hours normally worked on the day the university is officially closed. The positions considered Critical Services and Emergency Personnel are those that have job responsibilities that are essential to the safety and well-being of students and employees -- almost mandatory. (This needs to be included in the job description so the employees are aware of being classified as Critical Services/Emergency Personnel). If the Critical Services personnel call in prior to the start of their shift stating they cannot make it in, then they would have the option of using unused vacation or personal days. If they do not call in - just do not show up for work- then they would not be paid for the day.