

3341-1-3 Emergency Cancellation, Delay and Closing Policy

Applicability	All University units
Responsible Office	The Office of the President
Responsible Administrator	President or designee

(A) Policy Statement and Purpose

This policy provides a framework and protocol for modifying normal operations during seasonal inclement weather, health hazards, active shooter events and other emergencies.

The development of this policy and these procedures has been guided by the belief that the University is a community and as such is usually open during periods of ordinary seasonal inclement weather and other minor disruptions. The University values the safety of all students, faculty and staff yet recognizes that essential operations must also be maintained.

(B) Introduction

Delaying classes, canceling classes or closing the University will be implemented only under unusual circumstances. Every effort will be made to maintain classes and all employees are expected to report to work unless they specifically hear otherwise. However, when health or safety conditions and/or a declared state of emergency warrants, the University may delay opening a campus or specific offices and areas, cancel some or all classes and/or activities, or implement an emergency closing of all or part of the University.

(C) Scope and Application

This policy shall apply to students, employees, visitors and persons or companies doing business with the university. In addition, it shall apply to represented employees in accordance with the applicable collective bargaining agreement.

(D) Types of Operations

(1) Open

The University's normal operating condition. Students, employees, guests and visitors should assume the University is open unless they have received official communication from the University.

(2) Delay or Classes Cancelled

The decision to delay or cancel in-person classes resides under the authority of the President or the Provost and Senior Vice President. In rare instances, the decision to cancel classes will also include remote classes, online learning and/or the cancellation of student-related activities. For BGSU Firelands, these decisions will be made by the Dean of BGSU Firelands.

Employees will still report to work at their scheduled times.

The decisions to cancel or postpone athletic events will be the responsibility of the Director of Athletics after consultation with the President or President's designee.

(3) Closed

The decision to close a campus resides under the authority of the President or President's designee. The closure of campus includes the cancellation of in-person, remote classes, online learning and/or student-related activities. In addition, only essential employees or those deemed essential by their supervisor (as defined in Section G) are to report to work to continue essential operations. In general, the University or a campus will be closed only for a significant and unanticipated event such as a natural disaster, weather, civil unrest, pandemic affecting the community or significant public emergencies. For BGSU Firelands, these decisions will be made by the Dean of BGSU Firelands.

Employees who are working remotely are included in a campus closure.

The decisions to cancel or postpone athletic events will be the responsibility of the Director of Athletics after consultation with the President or President's designee.

(E) Communication

The University will communicate any changes in University operations to students, employees, guests and visitors.

(F) Weather Related Safety

Students, employees, guests and visitors must assume responsibility for their own health and safety, as well as for their class or work responsibilities. If the University is open, employees concerned about their safety for reasons specified in this policy may choose to arrive late to work, leave early from work, or not report to work, but should first notify their supervisor of their intention. Remote work may be allowed at the supervisor's discretion.

In addition, individuals who live outside of Wood County or Erie County may find that their county of residence is under a Level 3 Snow Emergency when Wood or Erie County is not, making it illegal for them to drive in their own county unless they are essential employees. Employees in this circumstance should notify their supervisor that they cannot drive to work. Remote work may be allowed at the supervisor's discretion.

Unless made up for by remote work, employees shall account for time away from their workplace through the use of accrued vacation, personal leave, compensatory time (hourly employees only), approved leave without pay or the use of a temporary alternative worksite with the approval of their immediate supervisor.

Supervisors are responsible for assuring the employees who report to them are aware of this policy and understand general University procedure and any internal, departmental procedures for emergency closing. In addition, employees are responsible for contacting their supervisors if they are unclear about the status of the University's operation or their need to report to work.

Departments with operations involving external groups (e.g., contractors, vendor-run operations, etc.) will communicate with these groups regarding the University's action.

(G) Essential Employees

Annually in the fall, the Office of Human Resources will collaborate with all University divisions to review and establish the essential employee list. Essential employees provide critical services (e.g., snow removal, maintenance of heat/water to residence halls, dining facilities, police, etc.). If deemed necessary by their supervisor, an essential employee is expected to report to or remain at work during campus closure periods. Once the list is finalized, the Office of Human Resources will send all designated staff ID cards identifying them as essential employees.

Equity Impact Statement: The policy has been assessed for adverse differential impact on members of one or more protected groups.

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Registered Date: March 16, 2015
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