

Christopher Newport University

Policy: Emergency Closing Policy

Policy Number: 5095

Executive Oversight: Vice President for Finance and Planning/CFO
Contact Office: Human Resources
Frequency of Review: Annually
Date of Last Review: August 2021

A. PURPOSE

This policy is adopted to provide guidelines and procedures for operations of Christopher Newport University when they are affected by inclement weather, natural disasters, utility failure, fire or other causes that make closing necessary. The policy addresses the procedures for Classified and Hourly employees.

B. POLICY STATEMENT

It is the policy of Christopher Newport to operate in accordance with its approved university calendar and to maintain full operations unless expressly closed by the President of the University or his designee. Any announcement of closure shall direct employees to contact their supervisor to determine work requirements.

C. PROCEDURES

Emergency closings will be announced using CNU Alert, which may include the use of phone calls, text and emails. The [CNU Alert](#) website has information and definitions of University Open, Delayed Opening, University Closed, Day Classes Cancelled, Evening Classes Cancelled and Day and Evening Classes Cancelled.

1. Designated Employees

- a. Identification of employees designated to work during an emergency closing shall be based on the circumstances of the emergency, whether classes are in session, and whether students are on or off campus. Employees may from time to time be identified as designated by the President, Chief of Staff, Provost, or Vice President, in particular circumstances based on the nature and severity of the situation.
- b. Each supervisor is responsible for informing their employees of the employee's responsibilities during an emergency as directed by the appropriate Vice President or Provost.

2. Telework and Emergency Closings

- a. Employees who are able to work remotely will be expected to do so depending on the nature of the emergency. If the employee does not work, they may be required

to take paid or unpaid leave as approved by their supervisor. No compensatory leave will be awarded for working remotely during an emergency closing.

- b. During early closings or delayed openings, employees who are able to work remotely will be expected to do so.
 - c. If an employee does not have a telework agreement but requests to telework, or is directed by their supervisor to telework, during an emergency closing, they may be permitted to do so as long as the employee has the necessary tools that meet information system security standards to telework. If the emergency closure lasts more than ten days, the supervisor should put a temporary [telework agreement](#) in place.
3. Compensation for Designated Employees
- a. Classified and Hourly, non-exempt, and exempt designated employees who are required to come to campus to work their normally scheduled shifts during an emergency closing, whether an entire shift closing or a partial shift closing will be credited with compensatory leave or pay for those hours worked. ([DHRM Policy 1.35, Emergency Closing](#))
 - b. Designated, non-exempt, employees required to work in excess of the hours in their normally scheduled shift will be compensated in accordance with the Fair Labor Standards Act for the excess time worked (i.e., shift adjustment or overtime payments).
 - c. Designated employees who do not report to work as scheduled must charge time missed to annual, sick, family/personal, compensatory or overtime leave, or leave without pay, as appropriate.
 - i. Exception: In the judgement of the President or designee, if conditions create transportation difficulties that result in late arrival to work or the inability to get to work, the lost time shall not be applied to leave balances nor shall the employee experience loss of pay. This time would be designated as emergency closing.
 - d. If deemed necessary, disciplinary action for failure to report may be taken under the [DHRM Standards of Conduct Policy 1.60](#).
 - e. Employees who have leave approved prior to the day of the emergency closing day will not be charged leave for that day.
4. Compensation for Non-designated Employees: Entire Shift Closing
- a. To be eligible for pay, non-designated employees must work or be on paid leave the work day before and the workday after the emergency closing.
 - b. Employees who are eligible, as outlined in 4.a. above, will be paid for the hours they are scheduled to work.
 - c. Employees who have leave approved prior to the day of the emergency closing day will not be charged leave.
 - d. Employees who are not eligible to receive pay for the period of the closing may use accumulated annual, sick, compensatory or overtime leave, or leave without pay as appropriate.

- e. Employees who report to work as a result of not having received the communication of the shift closing announcement shall not normally be credited with compensatory leave except in extenuating circumstances approved by the President or designee.
 - f. If the last day a designated employee is to work before separation is an emergency closing day, the employee is expected to work. If the employee does not, the effective separation date will be the last day actually worked.
 - g. Non-designated employees who may be required to work remotely during emergency closings are not eligible for compensatory leave while working during the closing.
5. Compensation for Non-Designated Employees: Partial Shift Closing
- a. When inclement weather or emergency conditions result in a change in the work schedule, such as a late opening or early closing, employees will be paid for the period of the emergency shift closing.
 - b. To qualify for payment in these instances, employees must work all or part of the work schedule not affected by the emergency shift closing.
 - c. Employees who are allowed to leave work prior to an announcement of an early closing must charge the difference between that time and the official closing time to leave balances or leave without pay.
 - d. Employees who have leave approved prior to the day of a partial shift closing shall have those hours of the shift closing applied to this policy and not to their leave balances.
 - e. Non-designated employees who may be required to telework during emergency closings are not eligible for compensatory leave while working during the closing.
6. Closings on Employees' Days Off
- a. Employees whose scheduled day off falls on a day when the University is closed will not be credited with compensatory leave.
7. Approval
- a. Human Resources is responsible for ensuring consistent application of this policy for all employees of the University.
 - b. Human Resources and Division Heads should maintain a current listing of all positions classified as "designated" and the incumbents name, address and telephone number.
 - c. It is the responsibility of the designated employee to ensure that the address and telephone numbers are current and correct.

D. DEFINITIONS

Designated Employees – are exempt and non-exempt employees who are required to work during emergency closings because their positions have been designated by the University as essential to operations during emergencies.

Non-Designated Employees – are those employees who are not required to work during emergency closings because their positions have not been designated as essential during emergency conditions.

Emergency Closing – The period of time University operations are officially suspended and non-designated employees are not required to work whether for part of a day or whole day(s).

Emergency Conditions – Any conditions determined by the President, or designee, which reasonably prevent employees from traveling to and from work, or remaining at work, such as inclement weather, fire, utility failure, or other evacuations from Christopher Newport.

E. REFERENCES

[DHRM Policy 1.35 Emergency Closing](#)

[DHRM Standards of Conduct Policy 1.60](#)

[CNU Alert](#)

[Remote Work Agreement Form](#)

F. APPROVAL AND REVISIONS Approved

By: Policy Committee, August 25,

G. ²⁰²¹ NEXT REVIEW DATE: Summer 2022