311 Emergency University Closing

311.1 Definition

This policy provides an authorized paid absence from work granted when the University's work schedule is shortened or canceled due to inclement weather or other emergency conditions that warrant the closing of the University.

311.2 Eligibility

All regular, full-time employees and regular, part-time employees are eligible upon hire for the authorized absence provided by this policy.

Employees who work in essential service areas, including but not limited to University Police, Facilities Management and Planning, Mail Services, Student Health Services, Network Services, and patient and animal care facilities, are expected to work during Emergency
University Closings. Department supervisors should identify and inform employees who are considered to be essential personnel. These employees should be notified upon hire, and annually thereafter, that they are expected to report to work during an Emergency University Closing.

311.3 Notification and Announcements

Unless specifically noted, announcements of Emergency University Closings exclude the Boston University Medical Campus.

Employees should consult Human Resources’ fall notice on Emergency University Closing Announcements for a list of radio and television stations that broadcast University closing announcements.

  **Shortened Work Schedule**—A decision to shorten the work schedule may be made and communicated to employees at any time during the workday.

  **Cancellation of Evening Work Schedules**—When the University is to be closed in the evening, radio and television stations are notified by 3 p.m. under normal circumstances. The stations will announce the closing and specify the cancellation of evening classes and appropriate second- and third-shift operations.

  **Cancellations of Daytime Work Schedules** — When the University’s daytime work schedule is canceled, radio and television stations are notified by 6 a.m. under normal circumstances. Public announcements of the cancellation will normally be made by the broadcast media between 6 and 9 a.m.

Employees may call 353-SNOW (617-353-7669) to hear a recorded message regarding the closing or delayed opening of Boston University.

311.4 BU Alert System

BU Alert is an emergency notification system that will help ensure rapid and reliable mass communication to employees and students.

The messages that employees will receive via BU Alert will be notifications from the University
concerning an emergency or critical incident on or near campus that may affect employees and students that is deemed significant enough by the University’s Emergency Management and Response Team to warrant contacting employees directly to ensure their personal safety.

Employees will receive these messages through their general office main telephone numbers and via e-mail sent to their Boston University e-mail address. To ensure effectiveness of this system, employees are encouraged to provide the University with their cell phone number and a direct office phone number. This may be accomplished by going to the Employee Link on the Boston University website. A Kerberos account will be required to complete this action. All personal information will be kept confidential within Boston University and the BU Alert System.

311.5 Compensation and Benefits

When the University shortens its work schedule, eligible employees who have completed all other scheduled work hours in that workday will be paid at their regular rate for the period of time from the official closing time to the end of their regularly scheduled workday.

Non-exempt employees who are required to work during an Emergency Closing will be paid in accordance with the University’s standard pay policy for the total number of hours worked during the week, and will earn one-and-one half (1-1/2) hours of Compensatory Time Off for each non-overtime hour worked during the closing. At the discretion of the Department Head, the employee may receive one and one-half (1-1/2) times his or her base hourly rate for each nonovertime hour worked during such a closing, in lieu of Compensatory Time Off.

Exempt employees who are required to work during an Emergency University Closing will be eligible for Compensatory Time Off.

All eligible employees maintain their regular benefits while absent from work during an Emergency Closing of the University.

311.6 Other Provisions

During the winter months and periods of inclement weather, employees are expected to allow themselves extra commuting time so that they will arrive at work on schedule.

In unusually difficult weather conditions, the University may grant an arrival time grace period
at the beginning of the workday. When this occurs, Human Resources will inform departments of both the length of the grace period and the compensation policy and procedures that apply to the period. A grace period will not normally exceed the first two hours of the employee’s workday.

Employees who are absent from work because of inclement weather conditions when the University is not closed, must inform their supervisor of the absence at the start of the workday. Such absences must be charged to the employee’s accrued Vacation Leave, available Personal Days, available Compensatory Time Off, or taken as Unpaid Time Off.

If a University closing occurs for any reason during an employee’s scheduled vacation, sick, personal or compensatory time day, the absence must be charged to the employee’s accrued vacation, sick, personal or compensatory time leave.

In unusual situations, it may be necessary for the University to temporarily close a work area due to environmental or other emergency conditions. In such cases, if employees cannot be reassigned to other work areas, the Department Head, with the concurrence of the Chief Human Resources Officer, may temporarily excuse the employees from work with pay.

311.7 Related Policies

301 Vacation Leave
303 Personal Days
309 Compensatory Time Off
313 Unpaid Time Off

THIS POLICY STATEMENT IS PART OF THE EMPLOYEE HANDBOOK, AND SHOULD BE READ IN CONJUNCTION WITH ALL OF THE POLICIES THAT COMPREHEND THE HANDBOOK. THE PROVISIONS OF THE EMPLOYEE HANDBOOK DO NOT CONSTITUTE
AN EMPLOYMENT CONTRACT AND DO NOT ALTER THE AT-WILL STATUS OF AN EMPLOYEE.

END OF POLICY TEXT

Additional Resources Regarding This Policy

Related Policies and Procedures

- Employee Handbook Policies Manual (staff)
  - 301 Vacation Leave
  - 303 Personal Days
  - 309 Compensatory Time Off
  - 313 Unpaid Time Off
- Faculty Handbook (faculty)

Related BU Websites

- Human Resources
  - HR Policies
  - Manager Resources - HR Website
    - Leaves of Absence

Categories: Employment, Non-Represented Staff, Safe Environments and Workplace Safety, Safety Keywords: avoid, bad, caution, crime, critical, danger, Employee Handbook, urgent, violence