

# Policy on Emergency Closure

## I. POLICY STATEMENT

Auburn University will operate in accordance with the approved University Calendar and will maintain full operations unless specifically closed by the President or the President's designee. Decisions to alter the university's academic or operating schedule will be made in response to specific emergency/weather/safety conditions or other unforeseen or uncontrollable circumstances.

## II. POLICY PRINCIPLES

- A. Modified/Delayed Operating Schedule:** When the university is closed for such situations after employees have reported to work, eligible employees (exempt and non-exempt) will receive paid administrative leave for the remainder of the regularly scheduled work day. Such time is considered time worked.
- B. Full Closure (one day):** When the closure occurs prior to eligible employees (exempt and non-exempt) reporting for work, eligible employees will receive paid administrative leave for the number of hours they were regularly scheduled to work (compensated for regular shift). Such time is considered time worked.
- C. Full Closure (more than one day):** If the university must be closed for more than one day, the President or President's designee will decide if the additional time off will be considered paid administrative leave or if eligible employees (exempt and non-exempt) will be required to use leave or leave without pay.
- D. Working During Emergency Closure:** Non-exempt employees who are required and approved essential personnel by management to work during such situations will receive paid administrative leave for their scheduled hours that the university is closed and additionally, will receive emergency premium pay at one and one-half times their hourly rate of pay for actual hours worked. All paid administrative leave hours credited plus all hours **actually worked** during the work week are included in the determination of total hours worked for purposes of calculating the overtime obligation for the work week.
- E. Facilities located off Campus:** Decisions to alter operations for facilities located away from Auburn University main campus will be determined by the Dean/Director or the respective designee responsible for the facility depending upon the circumstances and impact to those areas and operations. Eligible

employees (exempt and non-exempt) will receive paid administrative leave for the number of hours they were regularly scheduled to work (compensated for regular shift). Such time is considered time worked. If the office must be closed more than one day, the Dean/Director or the respective designee will decide if further time off will be considered paid administrative leave or if the employees will be required to use annual leave or leave without pay, subject to review and approval by the President or the President's designee.

**F. Prior Leave Submitted:** Employees who have submitted annual or sick leave prior to any announced university closing will have such leave retracted and will be paid administrative leave for those hours designated as such by the President or the President's designee.

**III. EFFECTIVE DATE**

September 2017

**IV. APPLICABILITY**

This policy is applicable to all full-time and part-time leave eligible employees.

**V. POLICY MANAGEMENT**

**Responsible Office:** Human Resources

**Responsible Officer:** Associate Vice President, Human Resources

**Responsible Director:** Executive Director, Payroll, Benefits and Records

**VI. DEFINITIONS**

**Eligible employees:** All full-time employees and part-time leave eligible employees.

**VII. POLICY PROCEDURES**

N/A

**VIII. SANCTIONS**

N/A

**IX. EXCLUSIONS**

None.

**X. INTERPRETATION**

Associate Vice President, Human Resources