

Suspended Operations (Emergency Closure)

University Operations – Administrative

CWU Policy 203-16

Effective: February 5, 2014

Policy Review Date: YEAR

Policy Executive: Senior Vice President – Finance and Administration

Responsible Office/Unit: Facilities Management

Policy Statement:

Applicability:

Content:

Policy

(1) Emergency Closure

A. The president of Central Washington University, pursuant to WAC 357-31-260, may suspend operations of all or any portion of the institution whenever it is determined that the public health or property or safety is jeopardized and/or is advisable when an emergency occurs. Emergency conditions and other situations under this policy shall be deemed to be temporary and shall exist only until normal operations can be resumed. A period of suspended operations may not exceed fifteen (15) calendar days without approval of the director of the Washington State department of enterprise services.

(2) Whenever it is necessary to suspend all or any part of the university's operations, the following procedures shall apply:

- A. Should a situation occur that makes it necessary for the institution to suspend work operations, the university layoff procedure may be suspended among the affected employees. The suspended operations/emergency closure procedure will not be utilized to circumvent the institution's layoff procedure among employees not affected by the emergency condition. When possible and practical, the university will select the most senior employees, by class, to work in an office or department that continues to provide essential services during such a period.
- B. When possible, staff whose positions are affected by suspended operations / emergency closure will be given prior notification of this action. The president, or designee, will notify employees regarding suspended operations by use of one or all of the following methods:

1. Written internal communications (e.g. memo, e-mail, internet);
 2. Personal notification by the affected employee's supervisor or other personnel in the supervisory chain; or
 3. Local media.
- C. Communications will describe the situation, anticipated duration, if known, and will, to the extent possible, state if essential employees are required to report to work. Employees not designated as “essential” shall not report to work during a period of suspended operations. Employees who are not required to work shall call their immediate supervisors, or designee, daily thereafter for further instructions.
- D. Employees who have not received prior notification of suspended operations as described above and who report to work shall receive two (2) hours pay for the first day that this condition exists. Employees who are not required to work shall not remain at work.
- E. If the campus, center, or administrative office is on a delayed opening of two hours or less or the campus, center, or administrative office is closed at or after 3:00 p.m. and before 5:00 p.m., the president or designee may approve compensation for lost time. If the campus, center, or administrative office is on a delayed opening of more than two hours or the campus, center, or administrative office is closed prior to 3:00 p.m., the president or designee may approve compensation for up to two hours for lost time and the employee must use appropriate leave for all additional hours as described in policy CWU 203-16.
- F. The following options are available to employees to account for time lost due to the emergency closure:
1. Compensatory time or paid leave: Accrued compensatory time must be submitted before any other paid leave. Once all accrued compensatory time is exhausted, or if none is available, the employee may submit available vacation leave, holiday equivalent time, or a full day increment of personal holiday. Once all compensatory time or other paid leave is exhausted, or if none is available, the employee may submit accrued sick leave up to a maximum of three days in a calendar year. OR
 2. Leave without pay. OR
 3. Options identified in Collective Bargaining Agreements.
- G. The chief human resources officer may petition the director of the Washington State department of personnel for approval of a special premium pay allowance due to hazardous working conditions encountered by employees required to work during the period of suspended operation.
- H. In the event the emergency conditions exist only in a specific office or area of the university, the university shall attempt to provide the released employee(s) with work in another office or area. Employees so assigned shall not receive a reduction in pay.

(3) Emergency Closure and/or Cancellation of Classes at the Ellensburg Campus

- A. Should emergency conditions force a closure and/or cancellation of classes the president or designee will notify each of the vice presidents and the police and parking services office. In

order to verify the source of notification, the president or designee will be requested to disconnect and wait for a return call from the campus police dispatcher at his/her home or office number.

B. University Relations is the official source for public notification.

(4) Emergency Closure and/or Cancellation of Classes for university centers collocated on community college (host institution) campuses.

A. If the host institution closes its facilities for emergency reasons, classes at the center located at that institution will be canceled.

B. The regional director will notify the associate vice president of Academic Affairs of the decision by the community college to close, who will then contact the provost. After notification to the provost and president, the associate vice president of Academic Affairs will notify University Relations, who will contact appropriate media for public dissemination of information regarding the cancellation of classes. A media notification from some community colleges may also indicate closure of the respective university center. Faculty, staff and students are encouraged to register for text alerts to receive immediate notification of these closures.

C. When a regional director independently determines an emergency exists and the center should be closed, the regional director will contact the associate vice president of Academic Affairs who will then contact the provost who will consult with the president or designee. If the president or designee agrees that the center should be closed, the provost will notify the University Relations office. At some locations, notification of closure will also be disseminated through the community college media network.

(5) Open for Business - Inclement Weather or Hazardous Conditions Procedure

A. The president or designee (after consultation with the appropriate Executive Leadership Team colleagues and with input from the chief of campus police and the chief human resources officer) may declare that the university is open for business but that inclement weather or other hazardous conditions has affected the operation of the institution. Once the declaration is made, the chief of staff or designee is responsible for notifying the Executive Leadership Team.

B. Examples of the types of conditions could be snow or ice affecting the county or city roads, high wind or expected high wind, moderate earthquake, fire, chemical spill, or flood, etc.

C. Decision to implement procedure BEFORE Working Hours;

1. University Relations will notify the local media that the university is open for business. Each vice president will ensure that employees are notified via the division's telephone tree.

2. Employees designated as "essential" and performing an "essential" service will be expected to report to work.

3. All other employees may decide whether or not to come to work or charge the time to accrued leave or leave of absence without pay as described in CWU 203-16.

D. Decision to implement procedure DURING Working Hours

1. Each vice president will ensure that employees are notified via the division's telephone tree.

2. Employees designated as “essential” and performing an “essential” service shall remain at work.
3. Non-essential employees may go home if they so desire. If employees designated as “essential” are allowed to leave work, with supervisory approval, the employee will be considered “non-essential” for the period of time covered under this procedure. Non-essential employees who choose to leave must use appropriate leave as described in policy CWU 203-16

History:

*10/6/81; REV.7/87; Exec Group: 8/89; REV.11/05, PAC: 1/3/07; REV. 1/14 Responsibility: Operations; Authority: WAC 357-31-260; Reviewed/Endorsed by: Cabinet/PAC; Review/Effective Date: 02-05-2014; Approved by: James L. Gaudino, President
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