

### **UCF-3.035 University Closings Due to Emergency Conditions.**

(1) Authority:

- (a) The University President or designee may close all or part of the University upon the occurrence of an emergency which affects its operations.
- (b) For the purposes of this regulation, emergency is defined as that which is declared as such by the Governor in an Executive Order or by the President or designee as a result of a natural disaster or other sudden, unexpected, and unplanned situation over which management has no control, which is of serious and urgent nature, requires immediate action, and presents conditions where it is not appropriate for an employee to be on campus or to travel to the University.
- (c) If the President is unavailable to make a decision whether to close all of the University, or if only part of the University is to be closed, the following persons, in the specified order of availability, are appointed as the President's designees for the purpose of exercising such authority:
  - 1. Provost and Executive Vice President;
  - 2. Vice President for Administration and Finance and Chief Financial Officer.
- (d) Before closing all or a part of the University, the President or designee shall normally consult with the departments of University Human Resources, Environmental Health and Safety, University Police, and also with appropriate university administrators.

- (e) Duration. The closing will only be for the period of time necessary to restore normal working conditions. Closing of more than two consecutive days must be approved by the Chair of the University of Central Florida Board of Trustees.

(2) Notification of closing:

- (a) If a decision is made to close the University prior to the beginning of the normal work day, every effort will be made to disseminate this information to affected employees by 6:00 a.m. through local radio and television stations by the Director of Public Affairs.
- (b) A decision to close the University after the work day has begun will be communicated to all vice presidents who will notify each department head within the vice president's jurisdiction. The department heads will be responsible for notifying all employees in their departments.
- (c) Unless otherwise notified, employees will be expected to report for work on the next regularly scheduled work day.

(3) Hours of Work:

- (a) When all or part of the University is closed pursuant to this regulation, where practicable the university shall assign employees to alternative work locations to perform their regular job duties, assign employees alternative work, reschedule the work week of employees, or take other action to provide employees with work for the full work week.
- (b) Payment for overtime worked during a closing will be handled in accordance with university procedures and any applicable collective bargaining agreement.
- (c) All hours worked must be documented.

(4) Leave:

- (a) If the University cannot provide affected employees work in accordance with paragraph (3) above, OPS employees shall be granted leave without pay; and Faculty, A&P, and USPS employees shall be granted administrative leave for the period of the closing. Such leave shall be documented for all affected employees.
- (b) Employees who were on a prior approved leave of absence or on a scheduled holiday shall not have the leave of absence or holiday changed to any other type of leave.
- (c) The annual and sick leave balances of employees required to be off duty as a result of the closing shall not be reduced (unless the employee is on an approved leave of absence or is absent without authorized leave).
- (d) If the work week is rescheduled, employees who are unable to work the rescheduled work week may be allowed to use annual or compensatory leave for that period.
- (e) If employees assigned to a closed facility have been provided leave as a result of the closing, USPS employees who are assigned to that facility, and who are required to report for work in order to provide essential services during the closing, shall be granted special compensatory leave in addition to pay for hours worked, to cover the hours worked in the employees' regularly scheduled work shifts during the period the facility is closed.

(5) Reports:

- (a) Within 5 days after the closing, each vice president shall submit a report to the Chief Human Resources Officer (CHRO) or designee indicating the number of

employees, by pay plan, who were granted administrative leave. The report shall also include the position numbers and titles of all employees required to work during the closing and the number of hours worked by each employee.

- (b) Within 15 days after a partial University closing, the CHRO or designee shall submit a report to the President documenting the dates and times of the closing, what portions of the campus were affected, the reasons for the closing, what alternatives were considered and why they were rejected in favor of closing and granting the affected employees administrative leave, and the total number of employees, by pay plan, who were granted administrative leave.

*Authority: BOG Regulation 1.001. History: New 3-16-06; Formerly 6C7-3.035, Amended 5-18-09, 7-20-17.*