

NOTICE OF PROPOSED REGULATION

Date: February 14, 2006

REGULATION TITLE:
University Closings Due to Emergency Conditions

REGULATION NO.:
6C7-3.035

SUMMARY OF REGULATION: The purpose of this new regulation is to provide procedural guidelines for university closings due to emergency conditions and the impact it will have on work schedules/hours of affected university personnel.

AUTHORITY: BOG Resolution dated January 7, 2003

NAME OF PERSON WHO INITIATED PROPOSED REGULATION:
Mark Roberts, Director of Human Resources

COMMENTS CONCERNING THE PROPOSED REGULATION SHOULD BE SUBMITTED WITHIN 14 DAYS OF THE DATE OF THIS NOTICE TO THE CONTACT PERSON IDENTIFIED BELOW. The comments must identify the regulation you are commenting on.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED REGULATION IS:

Regulations Administrator
4000 Central Florida Blvd.
Millican Hall, Suite 360
Orlando, FL 32816-0015
Phone: (407) 823-2482
Fax: (407) 823-6155
e-mail: regulations@mail.ucf.edu

FULL TEXT OF THE PROPOSED REGULATION:

6C7-3.035 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;

(2) Vice President for Administration and Finance;

(3) Director of University Police and Public Safety;

(4) Director of Physical Plant.

(d) Before closing all or a part of the university, the President or designee shall normally consult with the departments of 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.

(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 News and Information.

(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 rule, 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) Any overtime worked will be handled in accordance with the applicable law and the appropriate collective bargaining agreements.

(c) All hours worked must be documented on the employees' time card.

(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, USPS employees shall be granted administrative leave, and faculty and A&P employees shall be granted administrative leave for the period of the closing. Such leave shall be documented on all employee time cards.

(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.

(d) If the work hours are rescheduled, employees who are unable to work the rescheduled hours 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 compensatory leave to cover the hours worked in the employees' regularly scheduled work shifts during the period the facility is closed.

(5) Reports:

(a) Within 10 days after a partial university closing, each vice president shall submit a report to the Director of Human Resources indicating the number of employees, by pay plan, who were granted administrative leave. The report shall also include the position numbers and titles of employees required to work during the closing and the number of hours worked by each employee.

(b) Within 30 days after a partial university closing, the Director of Human Resources shall submit a full 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 Resolution dated January 7, 2003. HISTORY- New, _____.