

### **UCF-3.035 University Closures**

#### **(1) Authority**

- (a) The University President or designee may close all or part of the University upon the occurrence of an emergency or other occurrence which affects its operations.
- (b) For the purposes of this regulation, emergency or other occurrence is defined as that which is declared as such by the Governor in an Executive Order or by the President or designee.
- (c) If the President is unavailable to decide 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 for Academic Affairs.
  - 2. Senior Vice President for Administration and Finance and Chief Financial Officer.
- (d) Before closing all or a part of the University, the President or designee may consult with the departments of University Human Resources, Environmental Health and Safety, University Police, Compliance and Risk, and other 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 workday, every effort will be made to disseminate this information to affected employees by 6:00 a.m. through a variety of channels, including UCF Alert, the UCF website, UCF social media, and local media outlets by the Communications and Marketing division.
- (b) A decision to close the University after the workday 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. Such notifications also will be made through a variety of channels, including UCF Alert, the UCF website, UCF social media, and local media outlets.
- (c) Unless otherwise notified, employees will be expected to report for work on the next regularly scheduled workday.

#### **(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) If the work hours are rescheduled, employees who are unable to work the revised schedule may be allowed to use annual time off for the period unless otherwise stated in an applicable collective bargaining agreement.

- (d) All hours worked must be documented.

**(4) Paid Administrative Time Off**

- (a) If the University cannot provide affected employees with work in accordance with paragraph (3) above, then: Faculty, Administrative & Professional (A&P), and University Support Personnel System (USPS) employees shall be granted administrative time off for the period (normal work schedule) of the closing and the administrative time off will be documented for all affected employees.
- (b) OPS contract employees shall be paid in accordance with the terms of their agreement; OPS non-exempt employees will not receive administrative time off.
- (c) Employees who were on an approved leave of absence beginning prior to and including the closure, shall not have the leave of absence status changed; therefore, administrative time off for closures shall not apply during a continuous leave of absence. Employees on an intermittent or reduced work schedule leave of absence will only receive administrative time off for the time they are scheduled to work during an emergency closure due to their reduced work schedule.
- (d) The accrued time off balances of employees regularly scheduled to work during the period of closure shall not be reduced unless the administrative time off is less than the standard eight-hour shift or the shift is greater than eight hours unless otherwise stated in a collective bargaining agreement.
- (e) Overtime eligible employees who are designated as essential personnel and/or directed to provide essential services during a university closure shall be paid for all hours worked plus compensation for their regularly scheduled work period unless otherwise stated in a collective bargaining agreement.

*Authority: BOG Regulation 1.001. History: New 3-16-06; Formerly 6C7-3.035, Amended 5-18-09, 7-20-17, 3-22-18, 4-16-25.*