



Campus Administrative Policy

Policy Title: Campus Closures / Delays - CU Anschutz

Policy Number: 3010 Functional Area: General Administration

Effective: **TBD (Draft Under Review)**
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Approved by: Donald M. Elliman, Jr.
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 Reviewing Office: Executive Vice Chancellor for Administration and Finance

Responsible Officer: Executive Vice Chancellor for Administration and Finance

Applies to: CU Anschutz Medical Campus

A. INTRODUCTION

This policy establishes campus closure and related staffing expectations during inclement weather and other emergencies, and is applicable to all faculty, classified staff, university staff and student employees at the University of Colorado Anschutz Medical Campus (“CU Anschutz”). Circumstances which may require that CU Anschutz be closed include, but are not limited to: inclement weather such as snow, ice, tornadoes and other weather-related conditions, flood, fire, chemical spills, air pollution advisories and other similar natural disasters; and, acts of violent crime, terrorism and other major threats to personal safety.

B. POLICY STATEMENT

1. The decision to close the campus is vested with the CU Anschutz Chancellor or designee(s), usually the Executive Vice Chancellor for Administration and Finance. With guidance from media reports, law enforcement agencies and other emergency personnel, the decision to close a campus will be made under conditions that pose serious health and/or safety hazards to campus constituents. The primary

criterion for closing the campus will be the current or changing conditions of the campus and the immediate environment. No individual school or department may formally announce an independent closing decision. Closing considerations may include but are not limited to:

- Ability of employees to access the parking lots and buildings by 6:00 a.m. If the sidewalks are clear and safe for use by 6:00 a.m.
- If the roads are cleared and negotiable by 6:00 a.m.
- State and or local warnings in place
- The number of consecutive days the campus has been closed
- Status of functioning infrastructure and services:
 - Domestic water
 - Steam
 - Chilled water
 - Telephones
 - Network
 - Electrical
 - Shuttle (Between CU Denver campus and CU Anschutz Medical campus)
 - Circulator (CU Anschutz Medical Campus)
 - Public transportation
 - Public safety first responders
- Conditions surrounding the campus or facilities
- Ability of essential personnel to arrive at work and stay for an extended period of time
- Long-term outlook or weather forecast
- Forecast for length of time the campus/facility can be kept open
- Whether affiliate entities are impacted and/or open
- Whether State and local agencies are open

CU Anschutz Medical Campus has the authority to make campus closure decisions independent of city and state officials and is exempt from the State Inclement Weather Policy as established by the Governor for state employees.

a. CU Anschutz Medical Campus

The CU Anschutz Chancellor or designee(s), usually the Executive Vice Chancellor for Administration and Finance, has authority over the University operations on the CU Anschutz Medical Campus, and off-campus work locations associated primarily with these campuses. This applies to the locations in the Denver Metro area. Individuals in off-site locations outside of a radius of 30 miles of Aurora will follow the closure decision by the facility in which they are located.

University of Colorado Hospital Authority (UCH), Children's Hospital Colorado (CHCO) and other affiliates at CU Anschutz have separate operating policies that affect their staff. However, every effort will be made to coordinate closure information with hospital partners and other affiliates, particularly to ensure appropriate clinical care coverage. Medical staff and all

other individuals, including students on clinical educational experiences, who provide direct clinical care functions in those hospitals or affiliate locations must follow their individual school/college attendance/report-for-work requirements. If you are scheduled to provide clinical care or participate in a clinical care educational experience at times when the clinical affiliate locations are open and operating, you may need to attend regardless of whether the university is open or not. You must follow your school/college policy.

b. *CU South Denver Location*

The Vice Chancellor for Enterprise Development for CU South Denver and Executive Director of the Office of Digital Education (ODE), who has oversight of the CU South Denver facility, or designee(s), is responsible for closure and delayed reporting determination for employees assigned to CU South Denver location. Staff that report to the Executive Director for Digital Education assigned to CU Anschutz will follow campus closure or delay determinations for CU Anschutz if they are assigned to work in that location on that day. While arriving at a closure determination decision for CU South Denver, the Vice Chancellor for Enterprise Development will maintain active communication with the CU Anschutz Executive Vice Chancellor for Administration and Finance and the CU Denver Senior Vice Chancellor for Administration and Finance.

c. *Off-Campus Activities*

Closures in the case of inclement weather also include the cancellation of off-campus activities. However, independent policies and procedures for closing may be determined for off-campus activities by the college, school, location or department supervising and directing the impacted off-campus activities.

2. **Communicating Closure Decisions**

The CU Anschutz Office of Communications is designated by the Chancellor to notify the news media of closures. Weather closures and emergency notification decisions will be made as early as possible to facilitate the most effective communication. Multiple communication avenues will be used whenever possible, to ensure broad access to the information. The primary sources of closure will include:

- a. CU Anschutz Alert social, text and RAVE messages via Police
- b. CU Anschutz Alert website: <http://www.cuanschutz.edu/police/alerts>
- c. Local television and radio stations and their websites
- d. CU Anschutz emergency information number 877-INFO-070 (877-463-6070)

3. **Staffing Management**

- a. Essential Employees - Certain employees, by nature of their assignments, may

be designated 'essential,' e.g., certain police personnel, safety, medical, patient care, information technology, administrative and critical facilities personnel. Appointing authorities of applicable units usually identify these employees in advance and notify them of their status in writing. Individuals should also have said status reflected in their HCM employment electronic profile. Specific incidents or circumstances may, however, require the immediate determination and notification that an employee must report during a campus closure. Since such essential employees are often expected to report to work during closures, they are required to be aware of the reporting and communication plan for their work area.

Essential employees with parking privileges should park in their normal parking spaces. If unable, essential employees need to park in spaces that are accessible, without using handicap spaces. They will need to watch for special notices or communications regarding parking and other special situations as they report to work.

Essential employees who do not report to work as assigned will be required to use vacation leave or have their pay docked for that time period. Such absences will also be considered in the evaluation of the employees' performance, including possible corrective or disciplinary actions.

- b. Employees Not Designated as Essential - Non-essential employees who are regularly scheduled to work must stay away from campus during closures.
 - c. Given that closures only occur in cases of extreme weather or other safety concerns, the campus will not be prepared to accommodate the health and safety of non-essential employees.
 - d. Non-Salaried Employees - Student, temporary or other hourly employees who do not earn leave will only be paid for hours actually worked, regardless of any closure.
4. Compensation. In the event of a campus closure under this policy:
- a. University & Classified Staff not eligible for overtime and paid a monthly salary will be paid as normal for the day. No special time entries required.
 - b. University & Classified Staff eligible for overtime and paid a monthly salary will be paid as normal for the day. Hours not worked will be entered as administrative leave, so overtime does not accrue.
 - c. University & Classified Staff eligible for overtime, and paid on an hourly basis will be paid as normal for the day if scheduled to work that day. Hours not worked will be entered as administrative leave, so overtime does not accrue.

- d. 9-month or 12-month Faculty, paid a monthly salary will be paid as normal for the day if scheduled to work that day.
 - e. Non-salaried Employees, including student, temporary or hourly employees who do not earn leave will only be paid for hours actually worked.
5. Leave

Employees who work during a campus closure under this policy will not receive an alternate day off. Employees who are on pre-approved leave (vacation or sick) at the time of a closure are required to use their earned leave during the closure.

Notes

1. Dates of official enactment and amendments:
September 1, 2005: Adopted by the Vice Chancellor for Administration and Finance.
June 1, 2007: Revised.
October 1, 2011: Revised
January 17, 2019: Reformatted
September 1, 2019: Adopted by the CU Denver and CU Anschutz Chancellors
TBD: Reissued and Adopted by the CU Anschutz Chancellor
2. History:
 - June 1, 2007: Revised.
 - October 1, 2011: Revised—small corrections on contact information and deleting references to 9th Avenue.
 - January 17, 2019: Reformatted to reflect a Campus-wide effort to recast and revitalize various Campus policy sites into a standardized and more coherent set of chaptered policy statements organized around the several operational divisions of the university.
 - September 1, 2019: Revised to clarify Human Resource issues (leave and compensation), proper agencies who are involved in a closure decision and communicating that decision, and updated messaging tools. Clarification for CU Denver's coordination with Auraria Campus, and how CU Denver South Location arrives at closure/delays decisions. Clarifying language on scheduled classes and attendance impacts were added.
 - **TBD:** The factors, criteria and processes for determining closure or delayed reporting decisions for both campuses has become so significantly disparate that the existing dual-campus policy 3010 was split into separate campus policies. 3010 is now for CU Anschutz and 3011 is for CU Denver.
3. Initial Policy Effective Date: September 1, 2005
4. Cross References/Appendix:
 - [Campus Policy 7030, Student Attendance and Absences](#)