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## PROTOCOL ON EMERGENCY CLOSINGS

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**"Emergency closing"** means the authorized cancellation of classes and/or the suspension of campus operations, entirely or partially, for a day or part thereof, in response to weather or other conditions that might endanger life or property,

### Background:

On occasion, for reasons of public safety, a President may cancel classes and/or suspend campus operations. Such action may be for an entire day or for part of a day; it may affect the entire campus, or only part thereof. Such action may be necessary because of a variety of circumstances, e.g. weather; major public transportation problem; utility or power disruption; campus disturbance; environmental, safety, or health emergency; physical disruption or damage to facilities; etc.

### General Principles:

In the interests of maintaining essential services to the college community, the following principles should be applied, if feasible:

- A) Wherever skeleton staffs may be necessary in order to assure at least minimal coverage and service, the employees assigned to such skeleton staffs are to be designated and so advised in advance. The employees designated as part of a skeleton staff are expected to report to work; failure to do so will result in appropriate action.
- B) Communication links internal to the college should be established so that all employees may be promptly alerted as to the status of their department and of the College. The college should supplement this by publicizing the names, call letters, and frequencies of radio stations that have been authorized by the University to broadcast public service messages about CUNY closings. The college should designate an emergency closing coordinator, who will provide information to the college community, and who will contact the Central Office emergency closing coordinator, as designated in the Vice Chancellor's annual instructions.
- C) The College Personnel director, in consultation with department heads, should coordinate, when conditions permit, the deployment of employees to the extent practicable on a college-wide basis to areas of the college where work can be conducted or where the need for staffing is the greatest, or to other campus or university locations, subject to agreement by the receiving college. Efforts should be made to assign employees to alternate work sites, if available, so that uninterrupted service to the college community may be provided.
- D) When conditions permit, the College Personnel director should take advantage of opportunities for providing off-site training and employee development activities in lieu of sending employees home or instructing them not to report to work.
- E) A suitable location should be designated in advance where employees are to check-in, check-out, and/or receive communications. If the location is different from the usual check-

in, check-out location, employees should be so advised in order to avoid confusion and errors in verifying daily attendance.

F) The College Personnel Director should make all possible efforts to assign disabled and handicapped employees to accessible, alternate work sites. Such efforts shall include implementing the college's contingency plan for operations in the event of a major disruption of public transportation.

G) If a college determines that College Assistants cannot be productively assigned and wishes to send them home or wishes to tell them not to report, the college should contact the Office of Faculty and Staff Relations to determine what process should be followed.

H) Only those employees who are physically present on the day when a college officially suspends operations can benefit from released time.

### University Policies For The Classified Service Regarding Time and Leave During Emergency Suspension of Operations

The following are policies for recording time and calculating pay pursuant to this PPB:

#### A. Emergency College Suspension of Operations For A Full Day

1) College Assistants who are unable reasonably to know of a college suspension of operations, who report for work and are unable to work, should be paid for at least three hours, or for the number of hours actually worked if greater.

College Assistants may be permitted to make up lost hours at the discretion of the college and consistent with the needs and recourses of the college.

2) Employees in the white collar bargaining unit (other than college Assistants, and other than persons designated to serve as skeleton staff) who were not on scheduled annual leave or sick leave, shall have such absences excused. Those employees who were on scheduled annual leave or on sick leave shall have such absences charged as originally designated.

Full-time employees in the white collar bargaining unit on a designated skeleton staff who work, shall be credited with one hour of compensatory time for each hour worked, to the nearest quarter hour.

3) Employees in the blue collar bargaining unit and employees in the skilled trades occupations should be designated skeleton staff and so notified in advance, unless the College appointing Officer provided an exclusion. Such employees shall not be paid for any unauthorized or unexcused absence, lateness, or early departure.

4) Emergency college suspensions for a subsequent full day or days shall entail similar application of the above policies.

## B. Emergency College Suspension of Operations For Part Of A Day

Emergency suspensions of operations for a portion of the day usually result in early dismissal from a scheduled work shift after the shift has begun.

- 1) College Assistants who report for work and are then released prior to their usual time shall be paid for the number of hours scheduled or for three hours, whichever is fewer. If College Assistants actually work more than three hours, they are to be paid for the number of hours actually worked. College Assistants may be permitted to make up lost hours at the discretion of the college and consistent with the needs and resources of the college.
- 2) Employees absent for the entire day or shift shall be charged for the entire day.
- 3) Only those employees who remain on duty until the college has officially suspended operations may be released for the day without any charge to leave accruals. Those employees who are permitted to leave before the college officially suspends operations are to be charged annual leave or compensatory time from time of their individual departure until the time of the official suspension of operations.
- 4) Employees who remain at work after the college officially suspended operations will be credited for such time only if they were instructed to remain by an authorized college administrator to meet a bona fide college need.
- 5) Employees who arrive late shall be charge annual leave or compensatory time. At the discretion of the College Personnel Director, such lateness may be excused.

## C. Partial College Closings (full or part or a day):

When only a portion of a college campus is closed, all employees shall report to work and shall be assigned to perform their duties in such facilities and offices as are open at the College. The College Personnel director, in consultation with department heads, should coordinate the deployment of employees to the extent practicable on a college-wide basis to understaffed areas. This will serve to effect an equitable re-distribution of staff during the period of partial closing. Efforts should be made to provide as much service to the college community as possible. High volume, high traffic areas, such as Registrar, Bursar, Placement, and Personnel offices, should receive priority in times of employee redeployment.

- 1) Full-time employees other than skeleton staff who, it is verified, do not report to work shall have any absences charged to annual leave or compensatory time.
- 2) Full-time employees who do report to work, who cannot be assigned, and who are dismissed for the day, shall not be charged for the balance of that day.
- 3) College Assistants who do not report to work should be permitted to make up lost hours, at the discretion of the college and consistent with the college's needs and resources.

**ANY VARIANCES FROM THE ABOVE POLICIES WILL REQUIRE ADVANCE APPROVAL BY THE VICE CHANCELLOR FOR FACULTY AND STAFF RELATIONS.**