

## University Policy 2207: Inclement Weather/Emergency Closure Procedures

### I. Definitions

**Designated Employees:** means employees assigned to positions identified by their supervisor and/or department heads as necessary to the maintenance of operations and services to the university. For a further discussion on Designated Employees, please see University Policy 1137: Designated Employees.

**Eligible Employees:** means all salaried faculty and staff who are not Designated Employees.

The definitions of **External Events** and **Internal Events** are available in University Policy 1103: Space Utilization and Scheduling.

### II. Types of Operating Schedule

#### Full Closure

All activities with the exception of critical functions identified in the University's *Continuity of Operations Plan* are cancelled.

- The University is closed; all Eligible Employees receive University leave.
- Designated Employees are required to report to work.
- External Events are cancelled or postponed until the university resumes normal operations. Internal Events (i.e. individual university events or auxiliary enterprise events may be held with approval and support from Facilities Management and the Senior Vice President for Administration and Finance)

#### Modified Operating Schedule

One or more University activities is Delayed, Postponed, Cancelled, or Released Early.

- Classes, work schedules, outdoor activities, and/or events are delayed, released early, or cancelled.
- Students, Faculty and Staff should observe official announcements regarding operating schedules or conditions posted on the university homepage, Mason Alert, University Information (703-993-1000), or other media outlets.
- Students should observe modified class schedules and continue to monitor email or Blackboard for additional information or assignments from their instructors or the University.

- Faculty and Staff are obligated to communicate with their supervisors to determine if their attendance is required, telework is acceptable, unscheduled leave can be taken, or other arrangements can be made.
- Faculty and Staff are encouraged remain off campus until the university opens.
- Internal events (i.e., university events or auxiliary enterprise events) may be held with approval and support from Facilities Management and Senior Vice President.
- External events are cancelled or postponed until the university resumes normal operations.
- Language used to announce a modified operating schedule will be consistent with local media outlet announcements. Examples include; delayed, early dismissal, activities canceled, classes canceled, or open 2 hours late.

### **Re-opening**

Unless specific announcements extending cancellations are made, classes will resume the next regularly scheduled business/class day and the university will re-open at the beginning of the next morning shift or regular business day.

### **Normal Operations**

University administrative offices are open and classes are held as scheduled. Temporary building, roadway, or property closures due to localized issues, events, maintenance, or repairs that do not impact university-wide operations or services for more than two hours do not require modifications to the university's operating schedule.

## **III. Leave During Modified Schedule, Closure, or Difficult Travel Conditions**

**Telework/Remote Work:** Telework /remote work can be approved on a temporary basis with supervisor approval. Employees with formal telework agreements whose scheduled telework day is on the impacted day(s) telework on their regular schedule and do not receive university leave (University Policy 2202: Flexible Work).

**Unscheduled leave:** Eligible Employees who cannot report for work may request unscheduled leave from their supervisor for the scheduled workday. Salaried employees must cover unscheduled leave by taking annual leave, compensatory time taken, or other appropriate leave. Wage employees will not be compensated if they do not work. The Provost and/or the Senior Vice President or Chief of Staff may permit employees to utilize appropriate leave (e.g. annual, family/personal, recognition, etc.) during an inclement weather or emergency event.

#### **IV. University Services Available During Modified Schedule or Closure**

The university will maintain essential services during a modified operating schedule or full closure.

##### **Delayed Opening or Early Closure: Services available during published operating hours.**

- Johnson Center (open at 7:00 a.m. and close at 12:00 a.m. if possible)
- Johnson Center University Information Desk
- Dining: Southside, Ikes, Johnson Center Dining Options, Global Center and SMSC Dining Hall
- Computer Labs: Johnson Center
- Libraries: Fenwick, Johnson Center Undergraduate Library, Prince William Library, Arlington Library
- Campus Recreation:
  - Delayed Opening: RAC university hours, AFC open at 10:00 a.m., and Skyline open at 10:00 a.m.
  - Early Closing: RAC closes one hour after university closes, AFC closes at 6:00 p.m. or one hour after university closes (whichever is later), and Skyline closes at 12:00 a.m.
- Parking and Transportation: Most or all parking lots/decks and shuttle services operational within one hour prior to opening and one hour after closing.
- Events: External events are cancelled or postponed until the university resumes normal operations. Internal events (i.e. individual university events or auxiliary enterprise events may be held with approval and support from Facilities Management and Senior Vice President)
- Regional Campuses: All activities suspended until university resumes normal operations. (SMSC, Freedom Aquatic and Fitness Center are exceptions)

##### **Closed 1 or 2 Days: Modified hours for limited services published to university website.**

- Student Centers: Johnson Center (open at 10:00 a.m. and close at 6:00 p.m. if possible)
- Dining: Southside, Global Center, and SMSC Dining Hall
- Libraries: Fenwick Library open at 10:00 a.m. close at 5:00 p.m.
- Campus Recreation: AFC open 10:00 a.m. to 6:00 p.m., Skyline open 10:00 a.m. to 12:00 a.m.
- Parking and Transportation: Limited parking lots/decks and limited shuttle/metro services operating on published modified schedule or no shuttle/metro service.
- Events: External events are cancelled. Internal events (i.e. individual university events or auxiliary enterprise events may be held with approval and support from Facilities Management and Senior Vice President)
- Regional Campuses: All activities suspended until university resumes normal operations. (SMSC, Freedom Aquatic and Fitness Center are exceptions)

**Closed 3 or More Days: Modified hours for limited services published to university website.**

- Dining: One Dining Hall (Southside or Ike's) and Global Center
- Campus Recreation: AFC open 10:00 a.m. to 6:00 p.m., Skyline open 10:00 a.m. to 12:00 a.m.
- Parking and Transportation: Limited parking decks and no shuttle/metro service
- Regional Campuses: All activities suspended until university resumes normal operations. (SMSC, Freedom Aquatic and Fitness Center are exceptions)

**Closed Unknown Length of Time: Modified hours for critical services published to university website.**

- Dining: One Dining Hall (Southside, Ike's, or Global Center)
- Campus Recreation: Skyline open 10:00 a.m. to 12:00 a.m.
- Parking and Transportation: Limited parking decks and no shuttle/metro service