

**Emergency Closing Policy**

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**PURPOSE:**

Roger Williams University, including Roger Williams University School of Law (the “University”), established this Emergency Closing Policy (the “Policy”) to ensure the University provides for officially closing its operations in whole or in part in response to unusual conditions such as severe inclement weather or unanticipated occurrences emanating from internal or external factors and rendering the University or a part thereof, unfit for regular operation.

**SCOPE:**

All employees, visitors, guests, contractors and subcontractors.

**POLICY:**

The authority to close operations is vested in and restricted to, the President, or the President’s express designee.

An emergency closing may, but need not be affected University-wide. It may also be specific to a building, area or part thereof and/or it may be functional to a group, operation or event.

An emergency closing may be declared at any hour of the day and shall remain effective for the period specified by said authority or in the absence of a specified period, for eight (8) hours from the time the closing is declared.

When the closing is effected, those employees covered by the declaration shall be released from reporting at work and shall be compensated at their regular rate of pay for such released period. All non-exempt employees covered by the declaration and directed to report or remain at work during an emergency closing, and only such employees, shall be considered “essential services personnel” for the period in question, and shall receive double their regular rate of pay (or, as applicable, as otherwise specified in the relevant collective bargaining agreement) for that period of actual work reporting, during the University-declared emergency closing.

When closing is specific to a building, area, or part thereof, and the University provides alternative work site(s) for affected individuals, those employees are expected to remain at the alternative work site(s) and will receive their regular rate of pay for the regular shift(s) worked at the alternative work site(s). A specific location closing or a functional closing (such as the early closing of scheduled classes), does not of itself enable the work release of any employees.

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As a general rule, essential services personnel as described above are:

1. Facilities personnel involved in restoring, readying and/or ensuring an accessible work environment.
2. University Public Safety personnel.
3. Designated Student Life and Residential Life personnel.
4. Dining personnel involved in providing meals to residential students.
5. Specific circumstances and operational needs may dictate express designation on a case-by-case basis, of other personnel designated by Vice Presidents. Those designated employees are then governed by those reporting and pay parameters of essential services personnel. Unless employees designated herein as "essential services personnel" are specifically and expressly relieved of that designation in writing, they are and shall remain, essential services personnel.

When an employee is otherwise absent from the University in a pre-approved (or otherwise authorized) paid leave, and accordingly charged paid accrual from an appropriate benefits bank, and a functional, regional or University-wide closing applicable to the employee, is affected on the same day as the pre-approved paid absence, only that time (on an hour-for-hour charge, for those eligible for overtime, or a half-day charge for all others) that the University is open for regular reporting from such individual had he/she not been on an approved leave, will be charged from the pre-approved or otherwise authorized paid benefits bank.

For Professional and Administrative Staff not entitled to overtime by law, the half-day charge will be incurred where the closing is two (2) hours or more and the full day charge will be incurred where the closing is six (6) hours or more.

When the University is not closed in accordance with this and/or other official policy and regulation or when an otherwise acceptable, excused absence from employment, in accordance with controlling policy, is not properly utilized, all employees are expected to report to work in a timely fashion. Failure to report, only due to serious weather conditions or other real and demonstrable and unanticipated impediment shall result in the subject employee utilizing his/her choice of available vacation accrual to account for the absence. If there is no available vacation accrual, the excused absence will be unpaid.

In the event of a non-reporting, due to inclement weather or other real and demonstrable impediment making it virtually impossible to report, non-exempt personnel will be charged accrued time on an hour-for-hour exchange of absence and paid accrual. Exempt personnel shall be charged the nearest half day of paid accrual for the absence as rounded to the half day.

**ROGER WILLIAMS UNIVERSITY / ROGER WILLIAMS UNIVERSITY SCHOOL OF LAW**

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Roger Williams University and Roger Williams University School of Law (collectively “University”) have established the following standardized “Operating Levels” for the University’s educational and business operations:

LEVEL	CAPTION	DESCRIPTION
1	All Operations Normal	All University operations functioning as planned; no known impending events that could impact the University’s operations.
2	All Operations Normal; Emergency Planning in Process	All University operations functioning as planned; however, there exists the possibility of an emergency event in the near future and efforts are underway to prepare for that event (e.g. hurricane or substantial snowstorm).
3	All <u>Campus Classes &amp; Significant Events Cancelled</u> ; Classes will shift to remote delivery whenever possible; other operations open as usual	<p>Conditions exist that warrant the cancellation of <u>in person classes</u> and other <u>significant in person events on campus</u> (e.g. sporting events, theatre productions, etc.).</p> <p>Classes that can be held remotely may proceed at the discretion of the instructor. If class is not held, or where it is impractical or impossible to deliver a class remotely (e.g. lab, performance), instructors will make alternative arrangements for class meetings.</p> <p>All other operations remain open and functioning; all employees scheduled to work should report as usual.</p>
4	All <u>Campus Operations Cancelled</u> ; Essential Services Personnel Only. Classes will shift to remote delivery whenever possible; all other staff shift to remote work whenever possible	<p>Conditions exist that warrant the suspension/closure of all <u>campus operations</u>; Essential Services Personnel are required to report for duty.</p> <p>Employees working remotely should continue to work remotely. Employees who typically work on-site but are not critical during a weather-related emergency reduction in operations should also work remotely, if they are able to do so.</p> <p>Employees who are not critical during a weather-related emergency reduction in operations and who cannot perform their jobs from home should not report to work. They will not lose pay if they cannot work remotely during a short-term emergency reduction in operations.</p> <p>Classes that can be held remotely may proceed at the discretion of the instructor. If class is not held, or where it is impractical or impossible to deliver a class remotely (e.g. lab, performance), instructors will make alternative arrangements for class meetings.</p>
5	All University Operations Cancelled; Essential Services Personnel Only.	Conditions exist that warrant the suspension/closure of all University operations; Essential Services Personnel are required to report for duty.

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6	University Evacuated	All University operations are suspended/closed and the University is evacuated; a sub-set of the Essential Services Personnel may be required to remain.
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Notes:

- The above applies to all University operations, campuses (e.g. Bristol, Providence, School of Law) and facilities (Bristol, Providence), although it is recognized that Levels 3, 4, 5 and 6 may be specific to a building, area or part thereof and/or it may be functional to a group, operation, or event. The designation of a specific level will be assumed to apply to *all* operations, campuses and facilities absent instructions to the contrary in any announcement.
- Related policies/documents: University Emergency Closing Policy; Emergency Closing Policies contained within collective bargaining/union agreements.