



RUTGERS POLICY

Section: 60.9.58

Section Title: Legacy UMDNJ policies associated with Human Resources

Policy Name: Inclement Weather and Emergency Curtailment of Operations

Formerly Book: 00-01-17:10

Approval Authority: Senior Vice President for Administration

Responsible Executive: Senior Vice President for Administration

Responsible Office: University Human Resources

Originally Issued: 08/13/2013

Revisions: 12/03/2013 (severity levels)

Errors or changes? Contact: policies@hr.rutgers.edu

1. **Policy Statement**
From time to time, the university may need to invoke weather closings and curtailment of operations due to other emergencies. Within a defined process, university officials and offices will collaborate to determine the course of action and to effectively communicate with the appropriate employee populations.
2. **Reason for the Policy**
The purpose of this policy is to define the conditions, procedures, and actions that will ensure the safe and orderly continuation of education and research programs, patient care services, and administration of the Rutgers Biomedical Health Sciences (RBHS) during periods of inclement weather or other conditions that necessitate emergency curtailment of operations.
3. **Who Should Read This Policy**
All Rutgers employees who are employed in legacy UMDNJ positions (Banner Self Service)
4. **Related Documents**
5. **Contacts**
University Human Resources: Office of Labor Relations 848-932-3400
6. **The Policy**

ACCOUNTABILITY

Under the direction of the President, the Senior Vice President for Administration shall ensure compliance with this policy. The Chancellor of RBHS, the RBHS Provosts, the RBHS Deans, and the President/CEOs of the RBHS Healthcare Units, and in consultation with teaching or health care partners (e.g. University Hospital, Robert Wood Johnson Hospital, etc.) in concert with the Vice President for Administration and Public Safety, and the Director of Emergency Management, or designees shall implement this policy.

I. BACKGROUND

In response to events of escalating, severe weather or other disasters and catastrophic emergencies, the RBHS may decide to implement the procedures described in this policy to maintain the orderly continuation or shutdown of educational and research programs, patient care services, and administrative operations.

NOTE: hazardous weather, disasters, catastrophes, and other emergencies do not automatically cause the procedures in this policy to be placed into effect; as described below, a decision to implement the procedures in this policy must be made by the appropriate University officials.

POLICY

Because of the multi-campus and multi-facility organization of the RBHS, hazardous weather or other conditions shall be evaluated individually at each school/campus/facility. Therefore, the implementation of the procedures described in this policy at one school/campus/facility will not necessarily include other schools/campuses/facilities.

If non-essential faculty and staff regularly report to a school/campus/facility that is closed, and/or classes canceled, such employees do not have to report to work unless otherwise directed by management.

UBHC inpatient services shall remain operational on seven day, twenty-four hour schedules under all circumstances.

A. Requirements:

1. The decision to implement the procedures outlined in this policy is at the discretion of the Senior Vice President for Administration, in consultation with the President, Chancellor of RBHS, and his/her designees, and the University's senior leadership.
2. Announcements of closing by any federal, state, or local governmental agency shall not pertain to Rutgers or RBHS.
3. All RBHS essential employees must report to work or remain at work upon implementation of the procedures within this policy, unless directed to do otherwise. Non-essential employees shall not report to work or continue to work without the permission of their supervisors, unless directed to do otherwise.
4. Attendance requirements and impact on compensation, when the "Inclement Weather and Emergency Curtailment of Operations" procedures are implemented, are set forth in EXHIBIT B.
5. Since some employees may have difficulty in getting to work during the situations outlined by this policy, it is expected that faculty and staff members who are at their school/campus/facility during the implementation of these procedures will provide assistance in maintaining essential services in UBHC facilities and any other University operations, at the discretion of a supervisor.

6. Essential employees are expected to report for work in time for their scheduled shifts, unless directed otherwise, and to provide their own transportation. The University is not responsible for transporting essential employees to and/or from school/campus/or facility.
7. Employees, except legacy Rutgers School of Pharmacy and legacy Rutgers School of Nursing employees, who are on approved Leaves of Absence, vacation, or float holiday during the implementation of the "Inclement Weather and Emergency Curtailment of Operations" procedure are not affected. They shall be charged per the requested time off with no change in compensation.

B. Responsibilities:

1. The Senior Vice President for Administration shall:
 - a. Review information provided by relevant University personnel as well as other appropriate individuals.
 - b. Confer with appropriate University personnel and other senior executives (as appropriate) to decide whether to implement "Inclement Weather/Emergency Curtailment of Operations" procedures for a school/campus/facility.
 - c. Notify the President of the decision and secure his/her consent.
 - d. Notify the other senior leadership and their direct reports of the decision;
2. Relevant RBHS Deans shall confer with the RBHS Chancellor and his/her designee regarding cancellation of classes and other educational programs. Relevant RBHS Deans shall confer with the RBHS Chancellor and her/his designee regarding cancellation of outpatient clinical services.
 - a. The decision to cancel classes is separate and distinct from the decision to implement "Inclement Weather and Emergency Curtailment of Operations" procedures. Cancellation of classes alone does not affect the reporting requirements of employees.
 - b. Likewise, as the University provides outpatient clinical services at a number of locations throughout the state, both on and off RBHS campuses, the decision to cancel outpatient clinical services at one location does not affect the reporting requirements of employees at any other location.
 - c. The decision to cancel outpatient services does not effect the reporting requirements of employees for inpatient services.
3. RBHS Chairs, Department Heads, Executive Directors, and Directors shall:
 - a. Determine, based on department mission, goals, objectives, responsibilities, etc., which employees, including new employees, are essential;
 - b. Assure that all designated essential employees are informed of the designation, and maintain documentation that the employee has been so notified; and,

- c. Department administrators are responsible for designating which employees are “Essential” on the basis of the essential non-deferrable duties of the positions held by the employees, the seasonal or situational basis of the event, and the needs of the university. Department administrators must provide a list of essential personnel to the Vice President for Faculty and Staff Resources on an annual basis each January. Department administrators must notify, in writing, each employee identified as “Essential” that they have been so designated. The written notice must detail what this designation entails and the duties and responsibilities the employee may have during an emergency.
4. Students on clinical clerkships are required to adhere to the inclement weather procedures of this policy.
 - a. If an announcement of closure or delayed opening is not available sufficiently early to allow a student to make a reasoned decision regarding travel to the assigned clinical affiliate, students should use their discretion to travel safely to the assigned clinical affiliate.
 - b. In cases where the University does not declare an inclement weather emergency, cancel classes, and/or cancel outpatient services, students should follow the inclement weather procedures announced by their assigned clinical affiliate.
 - c. Students are responsible for notifying their clerkship or course director as soon as possible to inform them of any lateness or absence. It is also the student’s responsibility to make arrangements with the clerkship or course director to complete any hours missed, if required.
 5. University Communications and Marketing in consultation with RBHS Chancellor’s staff shall provide closing information to news media outlets and update the Rutgers website, as necessary and appropriate.
 6. The “Inclement Weather and Emergency Curtailment of Operations” - related communications pertaining to Joint Programs where Rutgers shares ownership, sponsorship, facility, or operational responsibility with other non-Rutgers entities (e.g., NJIT, Union County College, etc.), will flow through individuals designated by each Joint Program. These individuals, working in collaboration with the Chief Administrative Officer of the Joint Program(s) and the Joint Program partner(s), shall make appropriate recommendations to the respective Dean or President/CEO about maintaining activities and operations at the specific programs and/or facilities.

The RBHS Deans and Presidents/CEOs of Healthcare Units with Joint Programs are responsible for identifying individuals within their respective school/unit who will be responsible to act as a liaison to the non-Rutgers partners, as well as advise the Dean or President/CEO on inclement weather/emergency curtailment of operations issues.

C. Communication:

RBHS faculty, staff and students can obtain information on potential weather closings and curtailment of operations by accessing:

1. Rutgers.edu
2. RU-info Call Center at 732-445-INFO (4636)

3. Radio Stations:
WCTC Radio 1450 AM, WCBS Radio 880 AM, The Breeze Radio 107.1 and 99.7 FM, WRNJ Radio 1510 AM, 104.7 and 92.7 FM, WRSU Radio 88.7 FM, WINS 1010AM - New York City, WCTC 1450AM and MAGIC 98.3FM - New Brunswick, WRSU 88.7 FM - New Brunswick, WRNJ 1510AM and 104.7FM, New Jersey 101.5FM, 94.3FM The Point, WOBN 92.7FM, WOBN 1160AM, The Hawk 105.7FM, and KYW 1060AM.

EXHIBIT A

Definitions

- A. **Emergency/Catastrophic Events/Situations** - Includes human-caused and naturally-occurring incidents and events which may threaten the continuation of programs and services provided by RBHS.
- B. **Emergency Curtailment of Operations Event** - A period of time when an emergency/catastrophic event/situation causes the RBHS to implement the "Inclement Weather and Emergency Curtailment of Operations" procedures and adopt special operating procedures in order to maintain the orderly operation of its services and programs. This closure is categorized as a Level 5 operating status.
- C. **Employee** - For the purposes of this policy, the term means a member of any of the following groups: faculty, staff, housestaff, visiting researchers, and other personnel of a similar nature per diem/temporary.
- D. **Essential Personnel** - Essential personnel are defined as employees holding positions which perform job duties that include non-deferrable services that must be performed despite an emergency closure. Personnel may be designated as essential on a seasonal (e.g. in the event of a weather related emergency only) or a situational basis (e.g. in the event of a toxic chemical spill only). In addition, any person may be designated as essential at any point during an emergency, even if not designated as essential prior to the emergency. A non-inclusive list of non-deferrable services that must be performed despite an emergency closure would be dining services, housing services, public safety, facilities services, patient care services, research laboratory services, environmental health and safety services, clinical services. Further, to the extent that it is impossible to foresee or plan for every circumstance related to weather or other emergency, supervisors have the authority to make essential staff designations on an event by event basis for employees that have not already been designated as essential personnel.
- E. **Non-Essential Personnel** - All other employees except essential employees as defined above.
- F. **Inclement Weather Event** - A period of time when a severe weather condition causes RBHS to implement the "Inclement Weather and Emergency Curtailment of Operations" procedures and adopt special operating procedures in order to maintain the orderly operation of its services and programs.
- G. **Inclement Weather** - Severe weather condition(s), such as a snowstorm, ice storm, flooding, tornado, hurricane, etc. which may threaten the continuation of programs and services provided by RBHS.

Inclement Weather Designations:

Level 1 - Delayed Opening

A Delayed Opening may be declared for employees when a weather condition occurs such that it is necessary to delay the start of the normal business day in order to prepare facilities to receive faculty, students, and employees. Staff employees subject to the Delayed Opening shall not report for work during the period of the delayed opening.

A Delayed Opening does not apply to the following employees:

- **Essential Services Personnel.** Essential Services Personnel are required to report to work at their regular starting time. Essential Services Personnel who fail to report for, or who fail to remain on duty may be docked pay and may be disciplined.
- **Employees who are not designated as Essential Services Personnel but who are regularly scheduled to start work prior to a period of Delayed Opening.** These employees

also must report for work as scheduled. Employees who fail to report for work at the regular time must charge the time to Float Holiday, Vacation or Leave Without Pay.

- Employees whose regular starting time occurs after the declared period of Delayed Opening. Employees in this category who fail to report for work at the regular time must charge the time to Float Holiday, Vacation or Leave Without Pay.

Level 4 – Campus(s) Closed – Weather Emergency

Level 4 is defined as a period of hazardous weather conditions (blizzard, hurricane, tornado, flood, etc.) during which travel is recognized as an imminent danger to life and property in the area of the University or any of its schools/campuses/facilities. A "Weather Emergency" may be declared and a major campus/school/facility consequently closed only by the designated authority.

If school/campus/facility is closed for Level 4, employees on that school/campus/facility who are non-essential will be excused with pay.

Employees designated as Essential Services are required, unless otherwise advised by supervisory authority, to report for duty during a Level 4 closing. Essential Services Personnel who fail to report for, or who fail to remain on duty without supervisory approval may be docked pay or may be disciplined.

Essential Services Personnel eligible for overtime who are required to report to work or are required to remain on duty during a Level 4 closing will be paid in accordance with Exhibit B.

EXHIBIT B

Attendance Requirements and Impact on Compensation

(These requirements and impacts on compensation are applicable only in situations where the President or designee has declared an "Inclement Weather Day" or "Emergency Curtailment of Operations Day")

University Personnel	Required to Report or Remain at Work *	Reported To Work	Change in Compensation
<u>Essential</u>			
Hourly Staff	Yes	Yes	Compensated at two (2) times their regular pay for the hours worked. If the employee worked overtime, s/he is entitled to two and one half (2½) times the regular rate of pay.
Salaried Personnel	Yes	Yes	May be granted compensatory time in accord with the University policy and cannot be greater than hour by hour.
Per Diem and Temporary Staff	Yes	Yes	Regular rate of pay plus a bonus equal to half (½) the regular rate of pay for hours worked.
<u>Non-Essential</u>			
Hourly Staff	No	Yes/No	No change (receive regular pay)
	Yes - If so determined by Supervisor	Yes	Compensated at two (2) times their regular pay for the hours worked. If the employee worked overtime, s/he is entitled to two and one half (2½) times the regular rate of pay.
Salaried Personnel	No	Yes/No	No change (receive regular pay)
	Yes - If so determined by Supervisor	Yes	May be granted compensatory time in accord with University policy and cannot be greater than hour for hour
Per Diem and Temporary Staff	No	Yes/No	No change (receive regular pay)
	Yes - If so determined by Supervisor	Yes	Compensated at two (2) times their regular pay for the hours worked. If the employee worked overtime, s/he is entitled to two and one half (2½) times the
* Personnel, whether essential or non-essential, who fail to report to or remain at work, when required, may be salary deleted and subject to appropriate disciplinary action.			