

DEARBORN ADMINISTRATIVE GUIDE

Section: Faculty and Staff  
Subject: Emergency Closing Policy  
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Official notice to close all or part of the campus and invoke the emergency closing policy must come from the Chancellor. When the decision is made prior to the start of the regular work day, it will be communicated via major Detroit area radio and TV stations. Senior Officers will initiate the telephone network used in the past to notify key persons in their areas. When the decision to discontinue operations is made during the regular work day, offices will be notified by telephone via the Campus Safety weather emergency liaison system.

The following policy provisions are in effect following declaration of an official emergency closing period by the Chancellor:

- Compensation will be provided for all regular University employees who do not report to work either because (1) emergency conditions resulted in suspension of operations, or (2) such emergency conditions make it impossible to get to work to provide essential services.
- Compensation will be provided for all regular University employees who are unable to complete their regular assignment because emergency conditions resulted in suspension of operations.
- Employees in units where operations have not been suspended due to the emergency are expected to make every possible effort to report to work as scheduled. If all reasonable efforts to get to work fail, they must notify their supervisor. Wherever possible, employees expected to perform essential services during an emergency closing period should receive prior notification. Those who report to work will have an amount of time equal to the straight time hours they worked added to their vacation accruals.
- Overtime pay during emergency closing periods will be governed by the University's overtime policy (Standard Practice Guide [201.38](#) and [201.38-1](#)) or the overtime provisions of the appropriate bargaining agreement.

In addition, the supervisor must submit a memorandum to Payroll requesting supplemental vacation accruals equivalent to the straight time hours worked along with the time records for the corresponding pay period.

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Previously scheduled time and notification of absence because of illness prior to an official declaration of emergency closing do not qualify for emergency closing pay.

Questions regarding the emergency closing policy should be directed to the HR/AA Office at 593-5190.