

Policy 705.13 – Emergency Closures

Date Adopted: 8/19/09

Issuing Office: Administration & Finance

Date Revised:

Approved By:

References: Montana Constitution, Article II; 46-18-801, M.C.A.

I. POLICY

In the event of emergency caused by severe weather conditions or a natural or an unnatural disaster, the Chancellor may close the University of Montana Western to protect the health and safety of the students and employees. The Chancellor will determine when the emergency has ended and the University should be reopened.

II. PURPOSE

The purpose of this policy is to provide guidelines for closing the University in the event of severe weather conditions or natural/unnatural disasters to protect the health and safety of the students and employees.

III. PROCEDURE

A. The Chancellor will designate the service hours that are weather curtailed or suspended. The Chancellor, or his/her designee, will determine essential services and will notify administrators of those departments. The supervisor(s) will be responsible for scheduling employees and certifying hours worked by employees.

B. Compensation

Compensation for employees during those hours when the University has been closed for emergency reasons will be calculated according to the following guidelines:

1. Temporary and permanent employees excused due to a closure under this policy will receive their regular rate of pay for the number of hours normally scheduled to work during the closure.
2. Hourly employees eligible for overtime directed to remain at their job sites to provide essential services receive their regular rate of pay plus hazard pay for emergency hours at their regular hourly rate.
3. Student employees receive their regular rate of pay only for hours actually worked.
4. Hourly employees working overtime during the declared emergency receive the overtime rate mandated by their collective bargaining agreement plus hazard pay at their regular hourly rate.
5. Hourly employees required to work overtime after the emergency hours receive regular overtime pay for the hours worked.
6. Employees not entitled to overtime who are required to work during a closure receive their regular rate of pay. These employees receive compensatory time for hours worked when they exceed 40 hours in one week.
7. Employees who were on either scheduled annual leave or on sick leave at the time of the declared emergency do not record the absence as sick or annual leave.

IV. AUTHORITY

Montana Constitution, Article II; 46-18-801, M.C.A.

V. RESPONSIBILITY

Vice Chancellor for Administration & Finance/Student Affairs, Chancellor, Supervisors