

<b>MISSOURI SOUTHERN STATE UNIVERSITY POLICY</b>					
Policy #:		Effective:	<b>July 2017*</b>	Category:	<b>All University Employee Policies</b>
Name:	<b>CAMPUS CLOSURE POLICY</b>				

### **1.0 PURPOSE**

The purpose of the policy is to provide guidance to University employees regarding the policy below in order to comply with the standards set forth by the University. This policy is necessary in order to maintain an effective and compliant workforce that meets the University mission.

### **2.0 SCOPE**

University Employee Policy

### **3.0 POLICY**

It is the policy of the University to maintain its teaching, public service, and operational activities in accordance with established schedules. To this end, the suspension or cancellation of classes or the temporary suspension of campus operations will be avoided whenever possible. When University classes are temporarily suspended or cancelled, University offices will also be closed. There may also be times when no classes are scheduled but there is the need to close University offices due to severe weather or other emergencies.

If inclement weather or other emergency circumstances cause the cancellation of classes or programs at the University, students, faculty and staff should check the following sources for announcements:

The University's main Web home page at [www.mssu.edu](http://www.mssu.edu);

MSSU Alert (text/email);

The University's main switchboard phone line – 417-625-9300;

MSSU Social networking sites Facebook and Twitter; available on the footer of every MSSU website;

Local and regional radio stations, including 88.7 KXMS/Fine Arts Radio International, in Joplin, Aurora, Carthage, Miami, Monett, Neosho, Nevada, Pittsburg, Springfield, and stations in Northwest Arkansas;

Joplin TV stations KSN, KODE, KOAM and FOX 14 and their respective Web sites; Web news services at [JoplinGlobe.com](http://JoplinGlobe.com), and [Fourstateshomepage.com](http://Fourstateshomepage.com). [Joplin.com](http://Joplin.com), [JoplinIndependent.com](http://JoplinIndependent.com);

Administrators and departments are encouraged to post Out of Office Messages utilizing the campus via e-mail and/or use the University's phone answering system to post announcements for students, vendors and others who may miss media announcements.

Any announcement from the Office of University Relations and Marketing regarding closings will apply to Graduate Center programs. If a closing occurs during Finals Week, the printed and online versions of the Schedule Booklet contain information on the contingency plan for finals.

If theatre, music, athletic, or other events are scheduled on days that classes are cancelled, individuals should check applicable University websites or contact the departments to determine the status of those activities.

When a full day closure occurs, the campus is considered closed from the time of announcement until 11:59 pm unless campus is “reopened” for classes in the afternoon or evening. If no announcement is made on local media, employee should assume that the University will be open for business on the next working day following closure.

When inclement weather occurs, and classes are canceled at the main campus in Joplin, lecture classes will be canceled at all sites; lab classes will be held at the distance sites, unless weather prevents students from safely traveling to the distance sites.

When inclement weather occurs at the distance sites, and the lecture originates from that site, the lecture will be canceled for that site. Distance students will arrange to make-up lab sessions with the appropriate instructor.

When inclement weather prevents distance sites students from attending lectures originating from Joplin, taped sessions will be viewed by students as soon as possible.

### **Unscheduled closings**

On occasion the administration may designate an unexpected campus closing in addition to the standard holidays. Examples of this could include a state or federal function being held at MSSU, an unanticipated break day being scheduled, etc. Unlike weather or emergency closings these closings are typically announced in advance of the closing and may allow supervisors sufficient time to modify work schedules for part-time employees.

### **Working when the campus is closed**

In the event the University is closed due to severe weather or an unscheduled day off, employees are not to report to work unless they are notified or have been given prior instructions to report as part of essential services. Employees are expected to be at work unless campus is officially closed.

### **Timekeeping**

When campus is closed due to inclement weather or another emergency, an employee NOT scheduled to work does not receive pay as there was no shift missed due to the closing.

Employees scheduled to work receive their regular pay for the number of hours they were scheduled to work when the University is closed. Unless an employee is considered “essential personnel,” they should not be on campus when it is closed due to University liability. Essential personnel are considered to be: UPD, Mechanical Maintenance, Grounds, Custodial, and I.T.

Employees who have scheduled the day off for sick or vacation leave when campus is closed for inclement weather, will not be required to use vacation or sick accruals but will receive “weather pay” for the work shift missed. Employees are expected to communicate to their supervisor regarding any absence or tardiness for weather related issues as soon as possible.

Classified employees required to work when the campus is closed due to the critical nature of their jobs will receive regular pay for the hours they work and “weather or MSSU pay” for the hours that the campus is closed. If an employee is already at work when the closure is announced, they will receive pay for the hours they’ve worked plus the hours that campus is closed. Employees classified as “Seasonal non-benefitted,” will receive pay for hours actually worked. Weather pay is paid at the employee’s regular rate of pay. Please indicate these hours on the timesheet line designated for Other Leave-Unscheduled/Weather.

If the campus is not officially closed and the employee chooses not to report to work due to weather related issues, any time missed from work must be reported as vacation leave. Alternatively, the employee may be able to make up the missed time within the same work week with the permission of his/her supervisor.

Professional employees who work when the campus is closed due to the critical nature of their jobs shall have their work schedules adjusted by their Department Head to allow for some additional time off with pay at a later date. If campus is not officially closed and the employee chooses not to report to work due to weather related issues, any time missed must be reported as vacation leave or alternatively made up at a later date upon approval by his/her supervisor.

In the event campus is closed because of severe or inclement weather, employees should also refer to the Severe Weather Policy for additional information.

#### **4.0 HISTORY**

This policy may be revised, edited, changed or removed at any time with or without notice to applicable individuals.

#### **5.0 RELATED DOCUMENTS**