A. Background
From time to time, circumstances arise that cause Adams State University (ASU) to close its operations. Examples of these instances include events such as weather emergencies, area or state emergencies declared by local or state authorities, or other similar instances. The purpose of this policy is to provide guidance regarding how the decision to close the campus is made and communicated to students, faculty and staff.

B. POLICY
It is the policy of ASU 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.

ASU is an adult community and is largely a residential campus. Unlike elementary or secondary schools, the University does not abandon its operations to prevent small children and other students from potential travel or weather hazards. Students, faculty, and staff are all urged, however, to use discretion and judgment to avoid endangering their individual safety in order to travel to campus. In the event of a weather emergency, one should carefully weigh the risks of travel to and from the place of study or work, utilizing the best available public news disclosures and campus communications.

In the event the entire community or State of Colorado comes under a state of emergency, the campus will follow emergency procedures outlined by the appropriate authorities.

C. CAMPUS RESPONSIBILITIES
1. The President is authorized by the Board of Trustees to suspend operations of the University temporarily in the event of an emergency. The President may delegate authority to suspend operations to the Vice President of Student Affairs or the acting delegatee.

2. Rescheduling of individual events, activities, plays, athletics games, or programs are the responsibility of the person authorized to schedule the event.

3. If classes are cancelled due to circumstances such as severe weather, offices will also be closed. Work responsibilities for staff members will cease except those functions essential
4. Other employees needed for work will be contacted by their supervisors. The supervisor, in these cases, is responsible for seeing that employees are notified.

5. Authorized campus officials will initiate an e2Campus notification as well as notify local news agencies of any temporary closure or delay. Media outlets that will be notified include: local radio stations (KRZA 88.7 FM; KSLV 96.5 FM; KALQ 93.5 FM; KASF 90.9 FM; and KGIW 1450 AM) and The Valley Courier. Additionally, the university website will be used to provide up-to-date information. Announcements will appear on the news site (http://www.adams.edu/news/), the home page (www.adams.edu), and the campus safety & emergency management page (http://www.adams.edu/about/safety/index.php). A normal schedule will follow on the next business day unless there is another announcement of temporary suspension or delay of operations. If no announcement is made via the above outlets, then employees should assume that normal work schedules are to continue.

6. Loss of work time because of severe weather when the University is in operation is considered an absence. If vacation time is not available or used, leave without pay will be charged for the time of absence. Employees should consult with supervisors about the proper way to charge their time.

7. Overtime-eligible, essential employees (non-exempt from the Fair Labor Standards Act of 1938 and its amendments) who are required to work during periods of official closure will receive both their regular pay and compensatory time or given a period off equivalent to their time worked during the closure. (Note that the ASU, in accordance with federal law, has established its regular work week to be Saturday through the following Friday. The workweek is used to determine when overtime or compensatory time occurs.)

FLSA exempt employees who are required to work during periods of official closure may receive flex-time equivalent to their time worked during the closure.

8. Essential employees who are called to work, but are unable to report during a campus closure, shall take Sick Leave, Annual Leave or Leave Without Pay for hours otherwise required to work.

9. Employees who had requested and were approved to take leave prior to the emergency closure on days that later became designated as emergency closure days will be paid based on their previously approved leave.

10. Overtime and compensatory time for essential employees during times of closure are calculated the same as would occur during any work week. (Typically, essential employees are in jobs where a primary reason for the job's existence is to provide for campus safety or to respond in emergency situations. Designation as “essential” must be made by the Appointing Authority and communicated to the employee in writing. Essential employees have this designation in their job description.)