POLICY STATEMENT (R*)

Although the University will make every effort to remain open on scheduled workdays, there may be instances where conditions make it impossible to do so. These include, but are not limited to, severe weather, declared state of emergency, utility disruptions, natural disasters and terrorist actions. In all cases, employee safety will be the primary consideration.

Recognizing that employees with disabilities may require additional time to prepare for and respond to challenges presented by inclement weather conditions such as hurricanes, a voluntary participation program was created for early notification of inclement weather conditions.

During periods of inclement weather conditions, staff in the Department of Equal Opportunity Programs will contact individuals on the registry to advise them of the situation. Therefore, if special arrangements need to be made, advance warning is provided to those employees.

During periods of severe inclement weather, public emergency or other crisis, the President or a designated executive officer of the University may issue an announcement of campus status as appropriate to the situation on the university telephone system (305-348-HELP [4357]), UNIVMAIL, or other appropriate media. In general, such a campus status announcement will inform the general public, as well as university students and employees, that the university campuses or a specific designated portion of the university is closed for a specific time period.

- Such announcement may specify that classes are canceled until or after a specified time, or for the entire day.
- Such announcements may specify that all events or programs, including both university and non-university events held in university facilities, are canceled.
- Such announcements may specify that certain university offices and facilities are closed except the following essential offices that never close under any circumstances:
  - University Police
  - Office of Residence Life/Housing Units
  - Utility Plants
  - Emergency Maintenance Operations
  - Any research unit where the integrity of the research must be preserved
  - Service units that routinely operate on a seven day per week, twenty-four hour per day service schedule
  - Other essential employees previously identified by each respective Vice President

Compensating employees for time away from the University due to severe weather or an emergency closing will be determined at the time of the event and will be conveyed via UNIVMAIL.

REASON FOR POLICY (O*)

To provide guidelines for employees in the event of severe weather or emergency closing of the University.
RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)

Division of Human Resources
Florida International University

RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)

Employee and Labor Relations
Florida International University
11200 S.W. Eighth Street - PC 236
Miami, Florida 33199
Telephone: (305) 348-2079

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For any questions or comments, the “Document Details” view for this policy online provides complete contact information.

*R = Required  *O = Optional