A. Background

From time to time, circumstances arise that cause the School 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 School is made and communicated to students, faculty and staff.

B. POLICY

It is the policy of the Colorado School of Mines 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.

The School is an adult community and is a residential campus. Unlike elementary or secondary schools, the School 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 not to endanger 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 or contacts to School offices able to be open.

In the event the entire community or State of Colorado comes under a state of emergency, the School 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 School temporarily in the event of an emergency. The President may delegate authority to suspend operations to the Provost and to the Senior Vice President for Finance and Administration.

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

3. If School 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 to safety or restoring the campus to normal operations (functions such as duties assigned to Residence Life, Public Safety, and Facilities Management).
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 school officials will notify local news agencies of any temporary closure. Media outlets that will be notified include: Radio - 850 KOA. TV - KWGN Channel 2, KCNC Channel 4, KMGH Channel 7, KUSA Channel 9, and KDVR FOX 31. Additionally, the School will create a general voice mail message about any closure on Mine’s automated voice messaging system. This can be accessed by calling 303 273-3000. A normal schedule will follow on the next business day unless media outlets and the voice messaging system again announce a temporary suspension of operations. If no announcement is made on local media, 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 non-essential Classified 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 pay for the closure period. In lieu of double pay, the employee may be given compensatory time or given a period off equivalent to their time worked during the closure.

(Note that the School of Mines, in accordance with federal law, has established its regular work week to be Saturday through the following Friday. The workweek is used in order to determine when overtime or compensatory time occurs.)

8. 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 on the basis of their previously approved leave.

9. This policy and procedure does not apply to any employees who have been designated as essential employees. 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.)