

HOWARD UNIVERSITY POLICY

Policy Number: 500-001
Policy Title: BUSINESS CONTINUITY MANAGEMENT DURING
INCLEMENT WEATHER
Responsible Officer: Executive Vice President/Chief Human Resources Officer
Responsible Office: Office of Human Resources
Effective Date: May 24, 2011

I. POLICY STATEMENT

It is the general policy that Howard University is always open for business, and employees are always expected to report to work. In the event of extreme weather conditions, the President or his Designee will make a decision regarding the status of the University. Unless designated by the President, no other University official has the authority to determine the status of the University. Once a decision has been made, the Office of University Communications will contact both the Media and internal communication personnel to ensure that changes are communicated quickly and efficiently.

II. RATIONALE

This policy has been developed to ensure appropriate and continuous 24-hour operation of Howard University under extreme weather conditions while ensuring the service delivery and safety of students and staff.

III. ENTITIES AFFECTED BY THIS POLICY

This policy is applicable to all faculty, staff and students of Howard University. This does not apply to Howard University Hospital employees, and faculty and staff associated with clinical services, for which separate guidelines pertain. Information regarding closure for hazardous weather conditions may be obtained by contacting the Howard University Hospital, Office of Employee/Labor Relations on 202-865-7501 or 865-3429. For instructions at the time of hazardous weather conditions, Howard University Hospital employees may contact the Hospital Command Center on 202-865-6077 or 202-865-6078.

IV. DEFINITIONS

- A. **Administrative Leave** - Employee receives his or her regular straight-time pay for the hours during which the University is closed.
- B. **Afternoon/Evening Closing** – Employee arrives at work at regularly scheduled hours but due to extreme weather conditions as outlined in this policy, the University closes early and/or closes down for evening classes and other activities.
- C. **Delayed Opening** – The University will not open on time; rather it will open at a designated time after the regular scheduled opening of 8:30 a.m.
- D. **Early Morning Closing** – As a result of extreme weather conditions, by 6:00 a.m., the University will be closed for the entire day.
- E. **Essential Employees** – Employees deemed necessary to the continuous 24-hour operation and service delivery of the University and the safety of its students and employees.
- F. **Exempt Employees** - Generally categorized as administrative, executive and professional and who customarily and regularly exercise discretion and independent judgment in the performance of his/her duties. Exempt employees are not eligible for overtime pay.
- G. **Extreme Weather Conditions** – Categorized as snow falls with heavy and/or treacherous accumulations, tornadoes or hurricanes, rainfalls that may cause significant flooding, and/or other conditions that create unsafe and hazardous road conditions that would prevent employees and students from arriving safely to classes, work or University events.
- H. **Liberal Leave** - Employee may request, and shall be approved for, use of unscheduled annual leave.
- I. **Non-Essential Employees** – All other employees whose work does not require 24-hour service delivery and/or operation of the University.
- J. **Non-Exempt Employees** – Employees who generally perform operational functions such as routine clerical/administrative duties, maintenance work,

checking and inspecting equipment, etc. Non-exempt employees must be paid overtime for hours worked over 40 hours in a week and are charged leave on an hourly basis.

V. POLICY PROCEDURES

A. OPERATION OF HOWARD UNIVERSITY DURING EXTREME WEATHER CONDITIONS

Howard University functions under three operating conditions: normal, curtailed and closure as described below:

- Under normal conditions, all scheduled academic and administrative activities are conducted.
- Under curtailed conditions, classes are suspended, but administrative operations continue with liberal leave in effect for non-essential employees. The status of classes in the Colleges of Dentistry and Medicine and the Schools of Law and Social Work shall be determined by the respective deans.
- Under closure, all classes and administrative activities, except essential operations, are suspended.

On occasion, extreme weather conditions may make it advisable to curtail or close the operation of the University. The decision as to the operating condition will be made by the President or his Designee with consideration to:

- Visibility, road conditions, and the resultant travel hazards to be encountered by members of the University en route to or from the University.
- Operating decisions by the District of Columbia Public Schools, the District of Columbia Government and the Federal Government.
- Prior University experience under extreme weather operating conditions.

Up-to-date decisions and information will be publicized as rapidly and extensively as possible and can be accessed on the University web site at <http://www.howard.edu>, by dialing the University switchboard on (202) 806-6100, listening for announcements on the Howard University Radio Station, WHUR-FM (96.3), Howard University Facebook Page, and other Washington Metropolitan area radio and television stations. Students and employees may also sign up for text messaging for University emergency closures and events by visiting www.howard.edu/bisonconnect

B. OPERATING OPTIONS DUE TO EXTREME WEATHER CONDITIONS

Operating options are listed below. It is the responsibility of each Executive Level Administrator or designee to advise each employee in his or her area as to whether the employee is designated an "essential" or "non-essential" under this policy. If the University is open but extreme weather conditions exist, Executive Level Administrators have the option of permitting "non-essential" employees to use their annual leave under the liberal leave option if they choose not to report to work.

A list of essential positions is posted on the Human Resources website, www.hr.howard.edu, and will be reviewed periodically, and not less than biannually, for updates.

DELAYED OPENING	
When extreme weather conditions occur overnight or during early morning hours, a decision by the President to delay opening will be reached by 6:00 a.m. If this decision is reached, University Communications will contact the Media with the following announcement: "Howard University will open at (time)."	Classes begin at the announced time. Essential Staff report at their regular Time. Non-Essential Staff report at the announced time. Administrative leave granted for any portion of their regular business day prior to the announced time.
AFTERNOON/EVENING CLOSING	
When extreme weather conditions occur during the day, the President shall decide whether to cancel classes and close administrative departments. If this decision is reached, University Communications will contact the Media with the following announcement: "Howard University will close at (time)."	Classes, both daytime and evening, which are scheduled to begin at or after the announced time are cancelled for the day in question. Essential Staff work their regular time. Non-Essential Staff will be excused at the announced closing time and granted administrative leave for the balance of their regular business day.
EARLY MORNING CLOSING	
When extreme weather conditions occur overnight or during early morning hours, a decision by the President to close the University will be reached by 6:00 a.m. If this decision is reached, University Communications will contact the Media with the following announcement: "Howard University is closed."	Daytime classes are cancelled. Essential Staff report at their regular time. Non- Essential Staff will be granted administrative leave.

Unusual circumstances other than extreme weather conditions may also cause the University to close for all or part of a day. Other circumstances may include but are not limited to the following: an act of terrorism and/or fire. In such circumstances, separate emergency management guidelines shall apply.

C. ADMINISTRATIVE POLICIES GOVERNING WORK, PAY AND LEAVE USE DURING UNIVERSITY CLOSINGS FOR EXTREME WEATHER CONDITIONS

The following provisions shall apply to all non-union staff employees. Union employees shall be governed by their respective collective bargaining agreements.

It is the responsibility of each Executive Level Administrator (or designee) to advise each employee in his or her area as to whether the employee is designated as "essential" or "non-essential" under this policy. Essential employees are required to work their regular hours when the University is closed. Non-essential employees shall be on administrative leave for the hours during which the University is closed.

A non-exempt employee who works during hours that the University is closed (either because he or she has been designated as "essential" or pursuant to specific direction from his or her supervisor) shall receive **either** (1) one hour of administrative time for each hour actually worked; **or** (2) one hour of regular straight time pay for each hour actually worked. Such straight-time pay shall be in addition to the employee's regular base. It is the responsibility of the Executive Level Administrator (or designee) to **either** (1) credit of administrative time; **or** (2) enter payment of the additional straight time on the employee's PeopleSoft timesheet.

An exempt employee who works on a day on which the University is closed for the entire day (either because he or she has been designated as "essential" or pursuant to specific direction from his or her supervisor) shall receive an alternate day off charged to Administrative Day with Pay.

In some instances, work for non-essential employees may be authorized from home but it must be approved by the employee's supervisor. For non exempt employees, partial day pay will be paid for partial days of work during extreme weather conditions.

The Howard University leave policy supersedes inclement weather events. Accordingly, an employee who has been approved and is off work for annual or sick leave prior to and during the University closing shall remain in annual or sick leave status and shall not be considered to be on administrative leave.

VI. INTERIM POLICIES

There are no interim policies.

VII. SANCTIONS

Essential employees are expected to be at work during all of the conditions cited above. Non compliance with this policy, without sufficient justification, will be cause for appropriate disciplinary action.

VIII. HYPERLINK

www.howard.edu/policy