OPERATION OF HOWARD UNIVERSITY

Operation of Howard University during Extreme Weather Conditions or Unusual Circumstances
Operating Options Due to Extreme Weather Conditions or Unusual Circumstances
Administrative Policies Governing Work Pay and Leave Use during University Closings

OPERATION OF HOWARD UNIVERSITY DURING EXTREME WEATHER CONDITIONS OR UNUSUAL CIRCUMSTANCES

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 operation of the University. The decision as to the operating condition will be made by the President, with consideration to:

- Visibility, road conditions, and the resultant travel hazards to be encountered by members of the University enroute 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.

Decisions will be publicized as rapidly and extensively as possible. Public announcements will be made over local radio and television stations, when practicable. Additionally, members of the University are encouraged to listen for announcements on the University Radio station (WHUR-FM), and the University switchboard at (202) 806-6100.

THIS POLICY IS NOT APPLICABLE TO HOWARD UNIVERSITY HOSPITAL, FOR WHICH SEPARATE GUIDANCE PERTAINS.
**OPERATING OPTIONS DUE TO EXTREME WEATHER CONDITIONS OR UNUSUAL CIRCUMSTANCES**  
Effective February 2000

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 will make a decision regarding the status of the University. No other University official has the authority to determine the status of the University. Once a decision has been made, the Office of Media Relations will contact both the media and internal communication personnel to ensure that changes are communicated quickly and efficiently.

Up-to-date information can be accessed on the University web site at [http://www.howard.edu](http://www.howard.edu), by dialing (202) 806-6100, listening for announcements on the Howard University Radio Station, WHUR-FM (96.3), and other Washington Metropolitan area radio and television stations.

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 a “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 if they choose not to report to work (“liberal leave”).

### 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, Media Relations 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. |
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### 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, Media Relations 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. |
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### 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 | Daytime classes are cancelled.  
Essential Staff report at their regular time. |
When a decision is reached, Media Relations will contact the media with the following announcement: "Howard University is closed."

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. In such circumstances the appropriate guidelines above shall apply.

**Administrative Policies Governing Work, Pay and Leave Use During University Closings**

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 one hour of administrative time for each hour actually worked or one hour of regular straight time pay for each hour actually worked. Crediting of administrative time or payment of straight time pay shall be at the option of the employee's Executive Level Administrator (or designee). Such straight-time pay shall be in addition to the employee's regular base pay.

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 administrative day off.

"Administrative leave" means an employee receives his or her regular straight-time pay for the hours during which the University is closed. An employee who has been approved for annual or sick leave prior to the University closing shall remain in annual or sick leave status and shall not be considered to be on administrative leave. "Liberal leave" means that an employee may request, and shall be approved for, use of unscheduled annual leave.