

Policy 1-008: Closure of the University

Revision #2. Effective date: October 14, 2002.

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I. Purpose and Scope

A. Purpose.

To outline the Policy for closing the University.

B. Scope.

[reserved]

II. Definitions

The following definitions apply for the limited purposes of this policy and any associated regulations.

A. Essential Personnel - as referred to in this Policy denotes all employees of University of Utah Hospitals and Clinics, and identified employees in Health

Sciences departments and departments which provide critical services, including, but not limited to: Public Safety, Plant Operations, Food Services, etc.

III. Policy

- A. The President of the University of Utah may deem it necessary to close the University during normal work hours due to hazardous weather conditions, emergencies, or other special circumstances.
- B. Closures are expected to be infrequent and consideration must always be given to maintaining appropriate service levels in departments which provide critical services to the University community or the general public. Departments shall designate which employees are needed in the operation of the University when closure conditions exist.
- C. Non-Hospital/Patient Care departments which provide critical services, such as Public Safety, Plant Operations, Food Service, etc., shall develop a mandatory departmental staffing plan, with review by the Dean or Vice President, which will be in effect during a University closure.
- D. All employees of the University of Utah Hospitals and Clinics are identified as essential and critical to the mission of the faculty. Affiliated Health Sciences departments shall designate which employees are needed in the operation of the University when closure conditions exist.
 - 1. All employees will report to duty as assigned or requested.
 - 2. In the event of the implementation of the University of Utah Hospitals and Clinics Disaster Plan, its provisions will supersede this Policy and Procedure.
- E. Guidelines for processing staff compensation during a closure will be maintained and published by the Department of Compensation Management. Compensation Procedures are located on the web at the following link: [Staff Compensation Procedures](#).
- F. Communications related to the closure will be disseminated, regularly, via prepared statements to KUED, KUER, and the local news media as well as the

posting of a message on the University's Communications Office telephone number 581-6773 and the University's web page: www.utah.edu

Sections IV- VII are for user information and are not subject to the approval of the Academic Senate or the Board of Trustees. The Institutional Policy Committee, the Policy Owner, or the Policy Officer may update these sections at any time.

IV. Policies/ Rules, Procedures, Guidelines, Forms and other Related Resources

- A. Policies/ Rules. [reserved]
- B. Procedures, Guidelines, and Forms.
 - 1. Non-Emergency Closures of the University of Utah Campus
- C. Other Related Resources.
 - 1. Inclement Weather Guidance

V. References

- A. Policy 5-200: Leaves of Absence (Health-Related)
- B. Policy 5-401: Staff Compensation

VI. Contacts

The designated contact officials for this regulation are

- A. Policy Owner(s) (primary contact person for questions and advice): Vice President for Administrative Services
- B. Policy Officer(s): Vice President and General Counsel

See Rule 1-001 for information about the roles and authority of policy owners and policy officers.

VII. History

- A. Current version. Revision 2.

1. Approved by Board of Trustees October 14, 2002 with Effective Date of October 14, 2002.

2. Editorial Revisions

- a. Editorially revised September 21, 2022 to move to current regulations template

B. Previous Versions

[reserved]

C. Renumbering

1. Renumbered from Policy and Procedures Manual 1-14.