2.8.2 EMERGENCY - REDUCTION OF OPERATIONS
AND STAFF/INCLEMENT WEATHER

A. Policy
The Dean and management staff recognize that emergency situations can create
difficulties for some Medical Center personnel. It is necessary, however, that essential
campus functions are maintained at all times. The campus never closes.

B. Procedure
1. Each Department Head will establish a department or section emergency plan that
is approved by the Dean, School of Medicine, through the responsible Campus
Administrators: the Associate Dean, the Executive Associate Dean for Allied Health
Professions, the Vice Chancellor for Business and Reimbursements, and the Hospital
Administrator. Each plan will define the departmental operation to be maintained
during emergencies and identify, by numbers and classifications, staff personnel
required for that level of operation. The plan should make appropriate allowances
for contingency personnel—those whose presence may be required in the event
of disaster or failure of a facility system and whose ability to reach the campus in a
timely manner would be adversely affected by emergency conditions.

2. The Dean of the Medical School (or in his absence, the Associate Dean or designee)
may declare an emergency. Such declaration may cancel classes, close nonessential
offices, and reduce staffing to the level necessary to support essential operations in
the Schools and Hospital. Personnel whose presence is not required to maintain this
reduced operation may, according to the plan for their Department or Section, be
excused from work. During such periods of emergency, personnel who were scheduled
for work but excused because of the minimum staffing requirement may be given
annual leave, if requested and available.

3. Personnel who are required by their Departmental Emergency Plan to work on
emergency days are not excused for any reason other than illness. Others who fail to
report as scheduled will be considered unexcused absentees and will receive leave
without pay for the work period and face possible disciplinary action. Those essential
employees who work on official emergency days will be paid appropriately for hours
worked. No special pay will be authorized.

4. If the Governor declares an inclement weather emergency for the area, an official
inclement weather day may be declared by the Dean of the Medical School (or
in his absence, the Associate Dean or designee). Such declaration has the effect of establishing holiday routine (See Administrative Directive 2.2.1, Section B) in the Medical Center. The declaration cancels classes, closes nonessential offices, and reduces staffing to the level necessary to support essential operations in the School and Hospital. Personnel whose presence is not required to maintain this reduced operation may, according to the plan for their Department or Section, be excused from work. During such periods of declared weather emergency, personnel who were scheduled for work but excused because of the minimum staffing requirement will be given special leave. Special leave will be allowed only when an emergency is declared by the governor.

Personnel who are required by their Departmental Inclement Weather Plan to work on weather emergency days are not excused for any reason other than illness. Others who fail to report as scheduled will be considered unexcused absentees and will receive leave without pay for the work period and face possible disciplinary action. By 4:00 p.m. on Monday following the end of the pay period, the Payroll Office must receive written notification of any employee who should receive leave without pay for a declared inclement weather day. Those essential employees who work on officially declared weather emergency days will be paid appropriately for hours worked plus appropriate special pay based on a holiday routine.

5. Regardless of weather conditions, the campus is considered to be on a normal operating routine until an emergency is declared by the Dean or his designee. Each departmental head is responsible for ensuring adequate staffing to provide scheduled services and to meet routine workloads. The department head determines the appropriate leave to be utilized (i.e., annual, sick, or leave without pay), under normal conditions.