

**POLICY ON OFFICIAL CLOSING, CANCELED CLASSES, DELAYED START TIME
For
College of Saint Benedict/Saint John's University (CSB/SJU)***

Notice of an official closing, canceled classes or delayed start time due to inclement weather conditions or other emergency events during regular hours of operation and for evening classes will be issued by the Provost, or designee.

Notice of official closing after regular hours of operation, on weekends, and during academic breaks will be issued by the VPs of Student Development, or their designees.

PLEASE NOTE:

Employees of CSB/SJU reside in many locations within and outside of Central MN. Weather conditions may vary among locations and may change quickly; thus, decisions will affect individuals differently based upon where they reside or travel. **While decisions will be made in the best interest of both campus communities, each employee is responsible for his/her own safety in determining whether to travel to work or leave work early during inclement weather.** Please refer to the compensation provisions section of this policy for further information.

Decisions will be communicated and implemented on a tiered basis, as outlined below.

TIER 1:

Extremely inclement weather or emergency event resulting in:

- **CLASSES AND PRE-SCHEDULED CAMPUS/COMMUNITY EVENTS CANCELED**
- **ACADEMIC/ADMINISTRATIVE OFFICES CLOSED**
- **PRE-SCHEDULED COLLEGE/UNIVERSITY SPONSORED EVENTS SCHEDULED AT OFF-CAMPUS LOCATIONS MAY CONTINUE AT THE DISCRETION OF THE DIVISIONAL VICE PRESIDENT**

TIER 2:

Inclement weather or emergency event affecting classes and campus operations:

- **CLASSES CANCELED; ACADEMIC/ADMINISTRATIVE OFFICES CLOSED**
- **PRE-SCHEDULED CAMPUS/COMMUNITY EVENTS AND COLLEGE/UNIVERSITY SPONSORED EVENTS SCHEDULED AT OFF-CAMPUS LOCATIONS MAY CONTINUE AT THE DISCRETION OF THE DIVISIONAL VICE PRESIDENT**
(Examples: Fine Arts event, Athletic event, Institutional Advancement event in the Twin Cities, Public events scheduled through Events and Conferencing)

The decision to run such events is contingent upon the Vice President, or designee, confirming that critical services can be effectively maintained to ensure safety of attendees. Only employees assigned to staff the event and to provide essential campus services will report.

TIER 3:

Temporary interruption of classes and campus operations due to inclement weather or unanticipated events, such as a power outage or LINK bus transportation issue, resulting in:

- **DELAYED START TIME OR BRIEF PERIOD OF CLASS CANCELATION/CLOSING**

ESSENTIAL SERVICES:

Recognizing essential services must continue for our residential students and Benedictine communities during a period of closing, only staff designated to provide such services will be required to report. Departments providing essential services under this policy may include one or more of the following:

- Life Safety/Security
- Dining/Culinary Services
- Facilities (custodial, grounds, physical plant)
- Campus/Residential Life
- Transportation

The Department Director/Manager in these areas is responsible to designate the specific positions and number of staff required to provide essential services at any given time.

EDUCATIONAL/RECREATIONAL SERVICES:

In addition, it is our intent to maintain educational and recreational services for our students to the extent possible. For example, the library and fitness centers may be open contingent upon the availability of student staffing. Student clubs/organizations wishing to continue with pre-scheduled meetings may do so by holding meetings in Residential Life space.

Compensation Provisions

There will be no loss in compensation for time missed from work due to an official notice of closing or a delayed start time. Employees who were scheduled to work during a period of closure or delay will receive regular pay for work time missed during the period of the closure or delay.

Each employee is responsible for his/her own safety in determining whether to travel to work or leave work early during inclement weather.

If an employee chooses to leave early due to inclement weather when there has been no announcement of an official closing, the employee is required to notify his/her supervisor and report vacation or unpaid leave for the work time missed.

If an employee chooses not to report to work when CSB/SJU open following notice of a delayed start time or period of closing due to concern for personal safety, the employee is required to notify his/her supervisor and report vacation or unpaid leave for time missed from the scheduled shift. If vacation leave is not available, an employee may report sick leave. An additional option, at the discretion of the supervisor, may include allowing the employee to make-up lost time.

An employee on approved medical leave or vacation during an official closing or delayed start will be required to use sick leave or vacation leave for the pre-approved absence.

Hourly-paid employees assigned to provide essential services during a delayed start or closing period will be compensated at time and one half for that period. Such compensation may apply to employees in the following areas:

- Life Safety/Security
- Dining/Culinary Services
- Facilities (custodial, grounds, physical plant)
- Campus/Residential Life
- Transportation

**This policy applies to CSB, SJU, and the School of Theology
Updated October 2013*