

Effective Date: January 1, 2022

**PROCEDURE**

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**EMPLOYMENT**

# Emergency Campus Closing Standard Operating Procedure

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RESPONSIBLE OFFICE

**Human Resources**

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## 1.0 Standard Operating Procedure (SOP) Purpose

The University's Emergency Campus Closing procedure outlines required actions for staff and supervisors to follow when the campus has an emergency campus closure that requires the suspension or closure and/or cancellation of classes and/or other activities due to weather or non-weather-related emergencies. The goal of this SOP is to outline the procedures in support of staff and supervisors in those rare instances when the University needs to shift to on-campus essential operations during emergency closures.

## 2.0 Procedure

## 2.1 Emergency Campus Closing Decision Making and Authority

Boston University is a residential campus community with a wide range of supportive essential services that operate on a 24/7 basis and will rarely close. However, whenever it may be necessary to consider closing or adjusting our regular campus operations due to weather-related emergencies or other emergencies that may impact our campuses, members of University Leadership or their designees will collaborate to make the best decision for our community.

## 2.2 Communication

University Leadership decisions about emergency campus closings (or delays and/or early releases) will be communicated to the Boston University community as soon as practicable via the following modes of communication:

- Boston University Emergency Alert Services
- University Homepage ([www.bu.edu](http://www.bu.edu))
- BU Today
- Local radio and television media outlets
- Snow Line (617-353-SNOW (or ext. 3-7669, if on campus))
- University email

## 2.3 Safety

### **Hazardous conditions for commuting, but University is open:**

Safety is always a top priority at Boston University. To that end, staff are not expected to place themselves in danger to commute when the University is open. If a staff member determines that it would be hazardous to commute to campus, the staff member should consult with their respective supervisor prior to the start of their day about options to either work remotely (if available for the role) or use approved accrued vacation, personal, or unpaid leave.

### **Public Transportation is Unavailable:**

In addition, if a staff member is reliant on public transportation and public transportation services are not available due to the emergency related conditions, the staff member should consult with their respective supervisor to discuss available options or alternatives.

## **2.4 Key Definitions**

**Eligible Staff** – this SOP applies to all full-time and regular part-time non-represented staff employed by Boston University. Represented staff should refer to their respective collective bargaining agreement for information governing emergency campus closings.

**On-Campus Essential Services** – staff members whose work requires an on-campus presence and are expected to report to work even when the University announces an emergency closing. The list of On-Campus Essential Services are included [here](#).

**All Other Staff** – staff members whose jobs are not defined as On-Campus Essential Services described above.

## **3.0 Pay and Benefits during Emergency Closures**

### **3.1 On-Campus Essential Services**

#### **Non-exempt Staff**

Non-exempt staff who are required to work on campus during an emergency campus closure will be paid for the total number of hours worked during the scheduled workweek will earn one and one half (1.5) hours of Compensatory Time Off for every non-overtime hour worked during the period for emergency closure. At the discretion of the Department Head, the staff member may receive one and a half times (1.5) their base hourly rate for every non-overtime hour worked during the

period for emergency closure in lieu of Compensatory Time Off. For Time Entry Instructions, please see [here](#).

### **Exempt Staff**

Exempt staff who are required to work on campus during an Emergency University Closing will be eligible for Compensatory Time Off equal to the amount of time worked during an emergency closing. For Time Entry Instructions, please see [here](#).

## **3.2 Compensation of All Other Staff**

All other staff members will be paid regular pay for their scheduled hours of work using the Department Closure Pay Code.

## **3.3 Reduced Schedule**

When the University reduces work schedules due to an emergency closure, staff who have completed all other scheduled work hours in that workday (and are released from work as a result of the closure) will be paid at their regular rate of pay for the period from the announcement of the emergency closure to the end of their regularly scheduled workday using the Department Closure Pay Code.

## **4.0 Benefits**

All eligible staff maintain their regular benefits during an emergency closure period.

## **5.0 Other Provisions**

In the event of a delayed opening, individuals defined as All Other Staff within this SOP will be paid for their regularly scheduled hours. Staff performing On-Campus Essential Services will

be compensated in accordance with their respective collective bargaining agreements or as described above for emergency University closings.

As set forth in 2.3, Safety, of this SOP, staff who are absent from work because of inclement weather conditions, when the University's campuses remain open, must inform their supervisor of the absence at the start of their scheduled workday. Under these circumstances, absences must be deducted from the staff member's accrued vacation, personal days, available Compensatory Time Off, or taken as Unpaid Time Off.

If the University closes a campus for any reason during a staff member's scheduled day off, there will be no change to the staff member's time off and the absence must be charged to the staff member's accrued vacation, sick, personal or compensatory time leave.

## **6.0 Responsibilities for Emergency Closure SOP**

Consistent with the University's Emergency Campus Closure Policy, all individuals to whom this SOP applies are responsible for becoming familiar with and following this SOP. University supervisors are responsible for promoting the understanding of this SOP and for taking appropriate steps to help ensure compliance with it.

## **7.0 Related Information**

The following information compliments and supplements this document. The information is intended to help explain this SOP and is not an all-inclusive list of policies, procedures, laws and requirements.

### **7.1 SOP Owner:**

Vice President for Human Resources

### **7.2 SOP Approved by:**

## 7.3 Subject Matter Contacts:

- **HR Service Center**
  - Email: [hr@bu.edu](mailto:hr@bu.edu)
  - Telephone: (617) 353-2380 [general HR #]
- **HR Business Partners**
- **Labor Relations, Boston University Human Resources**
  - Judi Burgess, Senior Director of Labor Relations
  - Email: [jburgess@bu.edu](mailto:jburgess@bu.edu)
  - Telephone: (617) 353-4481

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END OF POLICY TEXT

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## Additional Resources Regarding This Policy

### Related BU Policies and Procedures

- [Employee Handbook – Section 311 Emergency Campus Closing](#) - includes the list of On-Campus Essential Services
- [Entering Daily Hours During Emergency Closing–Quick Reference Guide](#) - includes Time Off entry instructions for Non-exempt Staff
- [Compensatory \(Comp\) Time – Instruction Guide for Exempt Staff](#) -includes Time Off entry instructions for Exempt Staff

### BU Contacts

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