

### **General Information on Emergency Closing Due to Inclement Weather**

The President of the University of South Florida or designee has the authority to announce an emergency closing. University Communications and Marketing normally communicates the emergency closing via USF home page. The announcement will always address the specific campus or branch campus(s) that are affected and the duration of the closing. Since the university has employees in many different off-site locations, whether that particular area is affected depends on the county in which it is located. In the event the announcement of an emergency closing cannot be made during the university's normal hours of operations, employees should do the following to determine if a closing is in effect or if a closing already in effect is being extended:

- listen to WUSF FM 89.7
- listen to other local broadcast stations
- check USF Home page
- contact your supervisor

When the university is officially closed due to tropical storms and hurricanes, the granting of administrative leave to employees and the earning of special compensatory leave by **essential personnel** remain the same. Employees already on a leave of absence, with or without pay, will not be allowed to have the leave of absence changed to administrative leave to cover the absence. Employees that are not required to work during an emergency closing are granted administrative leave in an amount equal to their appointed FTE or in an amount necessary to bring them up to their normal hours for the work week. Those employees that are designated as **essential personnel** and are required to work during an emergency closing are entitled to receive special compensatory leave in the amount equal to the number of hours worked during the closing.

**Essential personnel** - Those employees who are required to be at work for purposes of maintaining safety and security. The Vice President, Deans, and Directors or their designees of the college, division or department will identify personnel that are deemed to be essential personnel. Although there are exceptions, as a rule of thumb, the term "**essential personnel**" applies only to employees such as our law enforcement officers, those in charge of our emergency operations, doctors and nurses, clinical personnel, medical students, and some limited technical/maintenance staff. USF employees who volunteer to work in shelters are **not** considered to be in an employment status and are not, therefore, due any type of compensation for time spent as shelter managers or assistants.

Even though an emergency closing due to severe weather conditions is unplanned, temporary employees are not eligible to be paid for their absence and continue to be paid only for the actual number of hours worked. If the workload requires it, supervisors may allow the employee to adjust the work week by working additional hours to bring the temporary employee to their maximum hours for the work week. Only Professional Salaried Temporary employees and Salaried Graduate assistants and associates are eligible to receive their regular bi-weekly pay regardless of the closing if they are so certified.

Faculty, Administration and Executive Service employees, if required to work, are not entitled to be granted special compensatory leave for any hours worked during the closing.

As we have an emergency closing to occur, updated information will be posted to the USF Home page to address specific information relating to the current closing.

**Disruption of Power or Water** – If there is an unplanned disruption of power or water, an emergency closing is not automatic. On the Tampa campus, the President's designee will contact the power or water company for a prognosis of the extent and length of the disruption. On the other campuses, the Dean or Vice President or designee should contact the company for the prognosis. Employees should, insofar as possible, continue to carry out assignments.

For an extended power or water outage, employees may be given assignments to perform at another work location or, with the approval of the supervisor and if eligible, they may use annual leave.

Only if it is not reasonable or impossible for the employees to continue to perform work may an emergency closing be declared by the President's designee.