



## Class Cancellation and Emergency Closing

### University Procedure 111

#### Section 1. Purpose

This temporary document replaces Procedure 110 pending the revision of Policy 1110 that shall result from changes to related policies, procedures, rules or regulations by Minnesota Management and Budget (MMB) and the Minnesota State Board of Trustees and system office. The previous policy and procedure were implemented in 2008 and have been rendered obsolete by changes to the working and teaching environment resulting from the Covid-19 pandemic. This temporary document will be replaced by a robust revision of Procedure 111 and is intended to provide clarity and transparency until that revision is completed.

#### Section 2. Definitions

- **Weather-essential employees:** those employees who must be physically present on the university premises when the university is in “Open with Remote Work” status to maintain essential university functions. Weather essential employees are notified of their status by their divisional vice president. The list of weather essential employees will be updated at the beginning of each fiscal year and when personnel changes affecting designated employees occur. The list will be maintained in the President’s office and posted to the President’s page on the university website.

#### Section 3. Procedure

- A. Notification.** Upon the decision to change operational states, the university must send notice through email and update the university’s web page as soon as possible. If an abrupt change in conditions warrants getting a message to employees and students quickly, the emergency alert channels established by the system office, including but not limited to Star Alert will be used to send the update.
- B. Verification.** Students and employees who anticipate remote operations or closures are advised to check their email and the university website as the most up-to-date place to receive information. Emergency alerts through telecommunication networks can be delayed. Employees are also encouraged to contact their supervisors for directions.
- C. Planning.** Supervisors shall collaborate with their employees to develop plans for remote operations if an “Open with remote work” state is

announced. Plans shall designate which position must be on campus and which may be remote based on weather-essential status, the needs of students, and the need to maintain services for the department. Plans shall include the types of work that must be done, for example, standard work or online training. Supervisors shall communicate plans to their employees.

- D. **Operating Guidelines.** Operating guidelines with detailed information about information sources and decision criteria used to determine the university's state, notification procedures and timelines will be reviewed and updated, as necessary, at the beginning of each fiscal year. Operating guidelines will be maintained in the President's office and will be posted on the President's page on the university website.

#### **Section 4. Authority**

This policy is issued pursuant to the authority granted under Minnesota State Board Policy 4.4 "Weather / Short Term Emergency Closings."

#### **Section 5. Effective Date**

This university procedure shall become effective upon signature by the president, and shall remain in effect until modified or expressly revoked.

#### **Section 6. Responsibility**

The President/designee is responsible for implementation of this procedure.

#### **Section 7. Review**

This procedure shall be reviewed within six months of a revision to Minnesota State Board Policy 4.4 or applicable regulations from Minnesota Management and Budget (MMB), such as Policy #1437, Emergency Closure of State Agency Facilities.

#### **Section 8. Signature**

Issued on this date: August 31, 2023

Virginia "Ginny" Arthur, JD  
President

Date of Implementation: 09/06/23