



Campus Services Inclement Weather Procedure

Responsible Official: VP for Campus Services

Administering Division/Department: General Procedures

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I. Overview

This procedure is intended to ensure that the Campus Services (CS) staff is prepared to safely operate and serve during severe weather and emergency conditions, in order for University facilities and functions to remain operational, without jeopardizing the safety of students, patients, faculty, staff and visitors.

This procedure supplements Emory University Policy 4.42, Inclement Weather.
http://policies.emory.edu/4.42_University_policies_govern_and_take_precedence_over_CS_procedures.

II. Declaring Inclement Weather

This procedure goes into effect whenever the University closes due to an event that is predicated by unsafe conditions or when the Vice President of Campus Services or his/her designee deems it appropriate.

The following criteria will be considered in declaring an inclement weather event or emergency condition for each shift:

- Condition or anticipated worsening condition of local streets and highways in the general locale of the campus.
- Other conditions that may pose a threat to the safety of students, patients, faculty, staff and visitors.

Notification

The University Communications Office will officially communicate an inclement weather closure or schedule change via the following methods:

- The Inclement Weather Line (404-727-1234)
- Posting a notice on Emory's website, emory.edu
- Alerting local broadcast media

Campus Services employees are responsible for checking the inclement weather line or emory.edu for information.

Campus Services department leaders (AVPs and/or Directors as outlined in this policy) are responsible for designating in advance the necessary staff to sustain necessary operations during an emergency of this nature. Employees so designated are expected to report to duty even in the event of an Emory closing or delayed opening. Where the policy is activated or terminated, CS communication procedures will be followed.

III. Position Designation/Critical Function

In Campus Services every staff member performs an important function. During extraordinary times of inclement weather or emergency conditions when the University is closed or the VP for Campus Services declares an inclement weather event, some positions require on-site presence to continue operations of patient care, student support and research functions.

The Position Designation and Critical Functions List will be used to determine the number of employees by job task needed to be on site during an inclement weather event. It is the responsibility of each department to have employees identified and ready to report to work to meet the staffing requirements of the Job Designation and Critical Functions List.

Definitions

To ensure continuous service in support of this procedure all jobs are categorized into one of three service levels:

A. Essential Service

These are jobs that are required to maintain services and operations for the safety and health of those persons in the Emory community who must remain on campus. Essential service employees:

- Serve as the first line of communication for every event and are generally identified below under Position Designation and Critical Function List, and
- Report to or remain at work during an official University closure.

B. Reserve Service

These are jobs that are not immediately required to provide service but function as “Reserve Service,” until such time that they may be upgraded to “Essential Service” based on the needs within each department of Campus Services. Reserve service employees:

- Are in a category that is assigned at the time of each event, and
- Should be prepared to report to or remain at work during an official University closure if designated as “Essential Service.”

C. Off Campus Support

These are jobs that can be delayed until event conditions have passed or jobs where the employee can work from home

- These employees should not report to or remain at work during a University closure, but should be prepared to work remotely if required.

Position Designation and Critical Functions List

The following position designations have been assigned for all potential events, but additional designations will be made specific to the operational needs of each event.

A. Public Safety

The following personnel will be designated Essential Service for Public Safety

- Primary law enforcement services will be provided, to include physical security and electronic security, facility safety/security, traffic control, criminal investigations, and emergency response. This could require up to 62 employees.
- For Fire Safety, the service requirement is situation dependent. General fire safety/life safety services, inspections of damaged facilities will be provided. Fire Safety will also serve as liaison with FM, EHSO, and county/state Fire-Rescue services. This could require up to 2 employees.
- Dispatch will provide 24/7 Emergency and Non-emergency communication services to include emergency phone lines, radio dispatch services, alarm monitoring, etc. This could require up to 11 employees.
- EMS unit members are not employees and this service is generally not in service when classes are not in session. However, service provision may be situation dependent. This could require 1 FTE and 40 volunteers.

The following personnel will be designated Reserve Service and/or Off Campus Support for Public Safety:

- Unless otherwise notified by AVP, Police Chief, or Police Captains, all Public Safety positions are designated Reserve Service and/or Off Campus Support and could be assigned based on the needs of the event.

The AVP, Police Chief, and Police Captains will designate Essential Service, Reserve Service, and Off Campus Support for each specific event.

B. Finance and Business Operations (FBO)

The following personnel will be designated Essential Service for FBO:

- TPS: 1-3 managers, supervisors could be required to report to campus to check road conditions in order to make routing and parking closure decisions. The number required would depend on the severity of the event.
- TPS: 2-3 staff members will report to ensure that all parking areas and walkway access areas have been cleared and are safe to use. In addition, unsafe or uncleared areas will be blocked and access will be restricted.
- TPS: 3 contracted transportation support positions (road supervisor/manager, dispatcher, mechanic) will be required to report if bus service is operating. Our goal is always to operate every route we can operate safely. This could require as few as 1 bus driver and as many as 40.
- TPS: 5-10 contracted parking employees will be required to staff key parking decks and Healthcare visitor areas. This number is reduced in a scenario where the clinic has closed.

The following personnel will be designated Reserve Service and/or Off Campus Support in FBO:

- Unless otherwise notified by AVP of Finance & Business Operations or division director, all positions in Finance, HR, and IT are categorized as possible Off Campus Support. All TPS positions not designated as Essential Support are also considered possible Reserve Service or Off Campus Support. Procurement Services will be providing support for FM during a closure, but this function can be performed remotely or on site so 1-2 positions will be classified as Off Campus Support.

The AVP and department directors will designate Essential Service, Reserve Service, and Off Campus Support for each specific event.

A. Facilities Management (FM)

The following personnel will be designated Essential Service in Facilities Management:

- Leadership – All Directors and their designated Assistant Directors, Managers, Supervisors are considered Essential Service
- HVAC – Coverage on all shifts will be required during an event. This could take up to 10 employees.
- Plant Ops/Maint– Coverage on all shifts will be required during an event. This could take up to 6 employees
- Evening/Night Mechanic – Provide after-hours shift coverage. This could take up to 4 employees.
- Zone Coverage – Provide zone coverage. This could take up to 26 individuals, 4 per zone on the Atlanta Campus and 2 at Oxford.
- HV Elec/Pipe Services – Provide emergency utility coverage and response. This could take up to 4 individuals.
- Building & Residential Services – Provide cleaning services to healthcare facilities, research areas, animal facilities, public safety, and assist with residential needs. This could take up to 5 individuals for day shift and 5 individuals for night shift on the Atlanta Campus and 6 individuals at Oxford.

- Exterior Services – Waste Services will provide up to 2 employees to manage waste. Roads and Grounds is responsible for maintaining roads and sidewalks and will need up to 14 employees.

Each day during the inclement weather event all Essential Service designated FM supervisory staff will report to the CS Training room at 9:00a.m and 2:00 p.m. to brief the FM AVP on numbers of staff present and general work planned and accomplished each day.

The following personnel will be designated Reserve Service for Facilities Management:

- Unless otherwise notified by AVP of FM or division director, all positions in FM are considered Reserve Service and will be assigned based on the needs of the event.

The following personnel will be designated Off Campus Support for FM:

- Unless otherwise notified by Sr. Director of Energy & Utilities, the Director of Engineering Services and related Personnel are categorized as Off Campus Service.
- Unless otherwise notified by AVP and/or department directors, all FM positions not already designated as Essential Service are designated Reserve Service and/or Off Campus Support and could be assigned based on the needs of the event.

The AVP and department directors will designate Essential Service, Reserve Service, and Off Campus Support for each specific event.

C. Planning, Design & Construction (PDC)

The following personnel will be designated Essential Service for PDC:

- In case of storm event, PM's for any ongoing capital project could be required to come to campus to secure construction debris to prevent airborne projectiles.

The following personnel will be designated Reserve Service and/or Off Campus Support for PDC:

- Unless otherwise notified by AVP, PDC, or department director, all PDC positions are designated Reserve Service and/or Off Campus Support and could be assigned based on the needs of the event.

The AVP and department directors will designate Essential Service, Reserve Service, and Off Campus Support for each specific event.

D. Work Management Center (WMC)

The following personnel will be designated Essential Service for Work Management:

- None, all Work Management support can be provided remotely

The following personnel will be designated Reserve Service and/or Off Campus Support for Work Management:

- Unless otherwise notified by department director, all WMC positions are designated Reserve Service and/or Off Campus Support and could be assigned based on the needs of the event.

The department director will designate Essential Service, Reserve Service, and Off Campus Support for each specific event.

E. Real Estate

The following personnel will be designated Essential Service for Real Estate:

- None

The following personnel will be designated Reserve Service and/or Off Campus Support for Real Estate:

- Unless otherwise notified by department director, all Real Estate positions are designated Reserve Service and/or Off Campus Support and could be assigned based on the needs of the event.

The department director will designate Essential Service, Reserve Service, and Off Campus Support for each specific event.

IV. Compensation Guidelines –

Non-exempt Employees Designated “Essential Service” – Campus Services employees who are designated Essential Service are required to report to work and will be paid a rate of twice their base pay, inclusive of any related overtime, for the actual number of hours worked. Employees are limited to working a maximum of 16 hours per 24-hour period, unless requested to work additional hours by an AVP, Director, Police Chief or Police Captain.

Employees will not be paid for sleeping or resting outside their assigned shift.

Non-exempt Employees Designated “Reserve Service” – Non-exempt employees who are designated as off campus support will be paid according to the designation assigned, either Essential Service or Off Campus Support.

Non-exempt Employees Designated “Off Campus Support” – Non-exempt employees who are designated as off campus support will be paid according to University policy 4.42 – Inclement Weather.

Exempt employees – Employees will receive their regular salary.

Note – Employees who are not called to service in any of these categories during an inclement weather event when the University is closed will be paid their regularly scheduled shift.

Employees who have previously scheduled leave, such as vacation or sick during a University closure, will be considered on vacation or sick and the absence will be charged accordingly.

V. Support Services

Dining – During inclement weather, Campus Services will provide meals or will reimburse up to \$40 per day for meals, to staff members assigned to the Essential Service category **who work multiple shifts or must stay on the Druid Hills, Oxford, or Midtown campus premises overnight**. In some cases, meal passes to one of Emory’s dining facilities may be made available to Essential Service employees. Employees are expected to utilize meal passes if available.

To be reimbursed for meals, the University requires individuals to submit documentation to substantiate their meal expenses.

- All receipts must show the transaction date, form of payment and the amount paid.
- Meals under \$25 require a summary receipt.
- Meals \$25 and greater require both a summary and itemized receipt.

Sleeping Arrangements – During inclement weather, Campus Services may utilize available local hotel/motel facilities to provide sleeping arrangements (two staff members per room) for employees assigned to the Essential Service category who work multiple shifts. Cots and linens may also be made available for employees who wish to sleep or rest in their office or alternate approved campus space. It is the responsibility of Campus Services’ Directors, Assistant Directors or Police Captains to arrange for and approve lodging during an inclement weather event.

All support service expenses should be charged to the individual employee’s department smartkey, whether reserving rooms at the Emory Conference Center Hotel or alternate, or requesting reimbursement of expenses through Emory’s travel and expense reporting system.

VI. FAQ’s

1. **Are all staff members required to work during an inclement weather or emergency condition event?** Only positions designated as “essential service” for the event are required to report to work or remain at work. If a staff member’s position is not designated as essential, then he/she should not report to work or remain at work while the inclement weather policy is in effect, regardless of his/her ability to report to work.

By preparing in advance of the unusual event and by using such means as telecommuting, all Reserve Service and Off Campus Support employees are expected to work from home, if possible, productively during the closed event.

2. **Who in Campus Services determines what positions are designated as essential service?**
The Vice President for Campus Services has designated the following employees as Essential Service or Reserve Service and has given them authority to determine which positions within their organizations are Essential or Reserve:

- **FM** – AVP FM, Department Directors
- **Public Safety** – AVP Public Safety, Chief of Police, and Police Captains

- **FBO** – AVP FBO, Department Directors
- **PDC** – AVP PDC, Department Directors
- **Work Management** – Chief of Staff
- **Real Estate** – Director of Real Estate

These essential employees identify service staff within their unit to be “Essential Service” during a specific event. These designated “Essential Service” will be notified by their managers and supervisors to report to work at the time of the inclement weather event.

3. What happens if I am deemed essential, but cannot make it in to work?

All employees are expected to report to work if deemed essential during an inclement weather event. Supervisors and managers will use discretion, in designating employees “essential” that are impacted by extenuating circumstances beyond their control during the event.

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