

Topic: **EMERGENCY CLOSING POLICY**

Policy #:

Version: 1.0

Updated Date: May 2006

Purpose: To ensure the University provides for officially closing its operations in whole or in part in response to unusual conditions such as inclement weather or unanticipated occurrences emanating from internal or external factors and rendering the University, or a part thereof, unfit for regular operation.

Scope: All employees, visitors, guests, contractors and subcontractors

Policy: The authority to close operations is vested in and restricted to, the President, or the President's express designee.

An emergency closing may, but need not be affected University-wide. It may also be regional to a building, area or part thereof and/or it may be functional to a group, operation or event.

An emergency closing may be declared at any hour of the day and shall remain effective for the period specified by said authority or in the absence of a specified period, for eight (8) hours from the time the closing is declared.

When the closing is effected, those employees covered by the declaration shall be released from reporting at work and shall be compensated at their regular rate of pay for such released period. All employees covered by the declaration and directed to report or remain at work during an emergency closing, and only such employees, shall be considered "essential services personnel" for the period in question, and shall receive double their regular rate of pay for that period of actual work reporting, during the University-declared emergency closing.

When closing is regional to a building, area, or part thereof, and the University provides alternative work site(s) for affected individuals, those employees are expected to remain at the alternative work site(s) and will receive their regular rate of pay for the regular shift(s) worked at the alternative work site(s). A regional closing or a functional closing (such as the early closing of scheduled classes), does not of itself enable the work release of any employees.

As a general rule, essential services personnel as described above are:

1. Facilities personnel involved in restoring, readying and/or ensuring an accessible work environment.
2. University Public Safety personnel.
3. Residential Life personnel.
4. Specific circumstances and operational needs may dictate express designation, on a case-by-case basis, of other personnel. Those designated employees are then governed by those reporting and pay parameters of essential services personnel.

Unless employees designated herein as "essential services personnel" are specifically and expressly relieved of that designation in writing,

they are and shall remain, essential services personnel.

When an employee is otherwise absent from the University in a pre-approved (or otherwise authorized) paid leave, and accordingly charged paid accrual from an appropriate benefits bank, and a functional, regional or University-wide closing applicable to the employee, is affected on the same day as the pre-approved paid absence, only that time (on an hour-for-hour charge, for those eligible for overtime, or a half-day charge for all others) that the University is open for regular reporting from such individual had he/she not been on an approved leave, will be charged from the pre-approved or otherwise authorized paid benefits bank.

For Professional and Administrative Staff not entitled to overtime by law, the half-day charge will be incurred where the closing is two (2) hours or more and the full day charge will be incurred where the closing is six (6) hours or more.

When the University is not closed in accordance with this and/or other official policy and regulation or when an otherwise acceptable, excused absence from employment, in accordance with controlling policy, is not properly utilized, all employees are expected to report to work in a timely fashion. Failure to report, only due to serious weather conditions or other real and demonstrable and unanticipated impediment shall result in the subject employee utilizing his/her choice of available vacation accrual to account for the absence. If there is no available vacation accrual, the excused absence will be unpaid.

In the event of a non-reporting, due to inclement weather or other real and demonstrable impediment making it virtually impossible to report, non-exempt personnel will be charged accrued time on an hour-for-hour exchange of absence and paid accrual. Exempt personnel shall be charged the nearest half day of paid accrual for the absence as rounded to the half day.

ROGER WILLIAMS UNIVERSITY / ROGER WILLIAMS UNIVERSITY SCHOOL OF LAW

OPERATING LEVELS

Roger Williams University and Roger Williams University School of Law (collectively “University”) have established the following standardized “Operating Levels” for the University’s educational and business operations:

LEVEL	CAPTION	DESCRIPTION
1	All Operations Normal	All University operations functioning as planned; no known impending events that could impact the University’s operations
2	All Operations Normal; Emergency Planning in Process	All University operations functioning as planned; however, there exists the possibility of an emergency event in the near future and efforts are underway to prepare for that event (e.g. hurricane or substantial snowstorm)
3	All Classes & Significant Events Cancelled; Other Operations Open as Usual	Conditions exist that warrant the cancellation of classes and other significant events on campus (e.g. sporting events, theatre productions, etc.); all other operations remain open and functioning; all employees scheduled to work should report as usual
4	All University Operations Cancelled; Essential Services Personnel Only	Conditions exist that warrant the suspension/closure of all University operations; Essential Services Personnel are required to report for duty
5	University Evacuated	All University operations are suspended/closed and the University is evacuated; a sub-set of the Essential Services Personnel may be required to remain

Notes:

- The above applies to all University operations, campuses (e.g. Bristol, Providence, School of Law) and facilities (Bristol, Providence), although it is recognized that Levels 3, 4 & 5 may be regional to a building, area or part thereof and/or it may be functional to a group, operation, or event. The designation of a specific level will be assumed to apply to *all* operations, campuses and facilities absent instructions to the contrary in any announcement.
- Attached is a general listing of “Essential Services Personnel”, as well as a notation of those operations/facilities that remain open during a Level 4 event, although specific circumstances and operational needs may dictate, on a case-by-case basis, other personnel.
- Related policies/documents: University Emergency Closing Policy; Emergency Closing Policies contained within collective bargaining/union agreements.

**ESSENTIAL SERVICES PERSONNEL LIST
FOR
OPERATING LEVEL 4 EVENT**

Updated as of : August 25, 2011

Scope: This Essential Services Personnel (ESP) list applies when the University is at Operating Level 4 (All University Operations Cancelled; ESP are required to report for duty).

Notes: This is a general listing/guide only. The length of the event (this list assumes Operating Level 4 for up to 2 days), the nature of the event, the actual conditions on campus, and/or other factors may warrant other individuals being called in or instructions for selected ESP's to remain home. If your position is listed below you should report for duty unless otherwise noted in the comments section and/or instructed.

Division/Department	Title	Incumbent	Comments
Academic Affairs	Provost	deAbruna, Laura E.	
	Associate Provost	Potter, Robert	
	Emergency Library Team	Deekle, Peter V., Learned, Elizabeth P.	Generally only if event occurs during the Fall or Spring semesters and students are in residence halls
	Main University Library Skeleton Crew	As designated by Library Dean and/or Assistant Dean	Generally only if event occurs during the Fall or Spring semesters and students are in residence halls
	Marine Laboratory Manager/Adjunct Professor (FCAS)	Bourque, Bradford D.	For purposes of animal care
	Visiting Assistant Professor (FCAS)	Rhyne, Andrew L.	For purposes of animal care
Development and Alumni Affairs	Vice President for University Advancement	West, Robert	
Enrollment Management & Communications	Senior Vice President for Enrollment Management & Communications	Fawthrop, Lynn	
Facilities Management	Director of Facilities	Tameo, John J.	
	Associate Director of Maintenance Services	Finn, James E.	
	Associate Director, Custodial Services & Special	Keaveney, Gerard C.	
	Mechanical Electrical Supervisor	McCarthy, William H.	
	Supervisor of Grounds and Athletic Fields	Clement, Matthew A.	
	Facilities Personnel	Those involved in restoring, readying and/or ensuring an accessible work environment	Per usual assigned shifts unless otherwise instructed (e.g., snow removal team)
Finance & Administration	Senior Vice President for Finance & Administration	Williams, Jerome F.	
	Vice President for Accounting and Treasury Management	Gilmore, David A.	If required by SVP Finance & Administration
	Controller	Almeida, Ellen	If required by SVP Finance & Administration
	Director of Purchasing	Kane, Thomas	If required by SVP Finance & Administration
	Bursar	Sylvia, Deborah L.	If required by SVP Finance & Administration Alternate: Joanne Fernandes

**ESSENTIAL SERVICES PERSONNEL LIST
FOR
OPERATING LEVEL 4 EVENT**

	Assistant Controller	Wilcox, Julie	If required by Controller Alternate: Karen Lucas
	Payroll Manager	Constantino, John	If required by Controller Alternate: Karen Lucas
	Assistant Vice President of Human Resources	Mal, Mirlen A.	
General Counsel	Associate General Counsel	Neronha, Christopher M.	
	Environmental Health & Safety Coordinator	Souza, Kathleen D.	If required (life safety issue) by Associate General Counsel
	Chemical Hygiene & Safety Officer	Conley, Caitlin M.	If required (chemical release) by Associate General Counsel
Information Technology	Chief Information Officer	Barnes, Suzanne	
	Director of Information Technology	Galib, James M.	
	Associate Director, Administrative Systems	Ferreira, John	
	Associate Director of Network Operations	Massa, Michael	If required by CIO
	System Administrator(s)		If required by CIO
	Network Technician(s)		If required by CIO
	Programming Manager	Masterson, Laura A.	If required by CIO
	Principal Programmer(s)		If required by CIO
School of Law	<i>No Essential Services Personnel</i>		
Student Affairs	Vice President for Student Affairs	King, John J.	Alternate: Dean of Students, Kathleen McMahon
	Director of Center for Counseling & Student Development	Azar, James A.	If required by V.P. Student Affairs/ Dean of Students
	Director of Health Services	Andrade, Anne M.	If required by V.P. Student Affairs/ Dean of Students
	Director of Public Safety	OPEN	
	Associate Director of Public Safety	Moffatt, Pamela C.	
	Shift Commander(s)		Per usual assigned shifts unless otherwise instructed by Moffatt
	Emergency Medical Technician(s)		Per usual assigned shifts unless otherwise instructed by Moffatt
	Public Safety Officer(s)		Per usual assigned shifts unless otherwise instructed by Moffatt
	Shuttle Drivers		If required by Director or Associate Director of Public Safety

**ESSENTIAL SERVICES PERSONNEL LIST
FOR
OPERATING LEVEL 4 EVENT**

	Dining Personnel		Per Dining Emergency Procedure (generally "brunch" schedule for Upper Commons and Bay Point operations)
	Residence Life & Housing Management Teams		If required by King/McMahon/Montefusco/Stanley
	Coordinators of Residence Education		
	Athletic Director	Kemmy, David M.	Generally only if event occurs during the Fall or Spring semesters and students are in residence halls Alternates: James Cook; Bret Stothart
	Recreation Center Skeleton Crew	As designated by Athletic Director	Generally only if event occurs during the Fall or Spring semesters and students are in residence halls