

POLICY CONCEPTS: INSTRUCTIONS AND GUIDELINES

All policy proposals – including new policy concepts, proposed revisions, or suggested repeals – must be submitted via the form on page 2 to the Office of the University Secretary with appropriate supporting information and documents. Completed submissions are forwarded to the University Senate (academic policies) or the President’s Policy Advisory Council (PAC), which ensures proper routing through the policy-making process. (See UO Policy I.03.01 for more information.)

Please keep the following definition of a university policy in mind as you develop your concept:

A University Policy (“Policy”) is a policy that (1) has broad application or impact throughout the University community, (2) must be implemented to ensure compliance with state or federal law, (3) is necessary to enhance the University’s mission, to ensure institutional consistency and operational efficiency, or to mitigate institutional risks; or (4) is otherwise designated by the Board [of Trustees] or the President [of the University] as a University Policy.

A policy establishes rights, requirements or responsibilities. Excluded from this definition are things such as, but not limited to, implementation guides, operating guidelines, internal procedures, and similar management controls and tools.

To help facilitate as smooth a process as possible, please consider the following:

1. Consult as many stakeholders as possible *prior to submitting* your concept. A primary role for the PAC is to ensure that appropriate offices, departments or groups are consulted.
2. Run your concept by the Office of General Counsel (OGC) *prior to submission*. OGC review is a required step in policy-making.
3. Please use the proper template – email uopolicy@uoregon.edu to obtain either (a) the new policy template (new proposals) or (b) the Word version of the existing policy in its proper template (for redlines/revisions).
4. A “redlined” version of your concept in Word is required for proposed revisions. This must be done using the appropriate Word version (see #3, above).
5. Include any appropriate related resources that will be useful to those reviewing the concept. Links are preferred, but supplemental documents are of course acceptable for items not online. Examples of such items include any associated procedures or unit level policies (even if in draft form), or other policies or procedures related to, overridden by, necessary as a result of, or otherwise affiliated with your concept;
6. Please submit all documents as individual files.
7. Someone from the responsible office or proposing unit will need to attend a PAC meeting to explain the concept and answer any questions.

Please email uopolicy@uoregon.edu if you have any questions. Thank you!

POLICY CONCEPT FORM

Name and UO Title/Affiliation:	Krista Dillon, Chief of Staff, Safety & Risk Services
Policy Title & # (if applicable):	IV.07.02
Submitted on Behalf Of:	Andre Le Duc, Vice President & Chief Resilience Officer, Safety & Risk Services
Responsible Executive Officer:	Vice President & Chief Resilience Officer, Safety & Risk Services

SELECT ONE: New Policy Revision Repeal

Click the box to select

HAS THE OFFICE OF GENERAL COUNSEL REVIEWED THIS CONCEPT: Yes No

If yes, which attorney(s): Kevin Reed

GENERAL SUBJECT MATTER

Include the policy name and number of any existing policies associated with this concept.

Facilities and Operations, Closure Of - IV.07.02

RELATED STATUTES, REGULATIONS, POLICIES, ETC.

List known statutes, regulations, policies (including unit level policies), or similar related to or impacted by the concept. Include hyperlinks where possible, excerpts when practical (e.g. a short statute), or attachments if necessary. Examples: statute that negates the need for or requires updates to an existing policy; unit level policy(ies) proposed for University-wide enactment; or existing policies used in a new, merged and updated policy.

This is a revision to an existing policy on facility closure.

STATEMENT OF NEED

What does this concept accomplish and why is it necessary?

This policy revision includes lessons learned from previous inclement weather and addresses the following changes: 1) authorities for both the OIMB and Portland campus, 2) clarifies essential units, and 3) clarifications on remote work and instruction.

AFFECTED PARTIES

Who is impacted by this change, and how?

All members of the University of Oregon community

CONSULTED STAKEHOLDERS

Which offices/departments have reviewed your concept and are they confirmed as supportive? (Please do not provide a list of every individual consulted. Remain focused on stakeholders (e.g. ASUO, Office of the Provost, Registrar, Title IX Coordinator, etc.).)

Name	Office	Date
All Chiefs of Staff		03/03/2025
Ron Bramhall	Office of the Provost	03/03/2025
Hal Sadofsky	Office of the Provost	03/03/2025
Margaret Trout	University Health Services	03/03/2025
Lynn Nester	Student Recreation Center	03/03/2025
Eric Alexander	Erb Memorial Union	03/03/2025
Mike Harwood	Campus Planning & Facilities Mgmt	03/03/2025
Kevin Farthing	Campus Planning & Facilities Mgmt	03/03/2025
Steve Stuckmeyer	Environmental Health & Safety	03/03/2025
Ken Kato	Location Innovation Lab	03/03/2025
Jason Wade	UO Police	03/03/2025
Chuck Triplett	UO Portland	03/03/25
Aaron Galloway	OIMB	03/03/25
Stephanie Dresie	OIMB	03/03/2025
Mike Pluth	Research	03/03/25
Angela Seydel	Communications	03/03/25
Eric Howald	Communications	03/03/25
Vicki Strand	Emergency Mgmt	03/03/25
Molly Kennedy	Safety & Risk Services	03/03/25

Shelly Clark

Safety & Risk Services

03/03/25

Lindsey Salfran

Safety & Risk Services

03/03/25

Closure Reference Tables

Last Update: March 3, 2025

Events & Services Status			
	Delayed Opening	Early Closure	Full Closing
Classes and Office Hours	Begin at the university's announced opening time. <u>Any class scheduled before the start time are cancelled.</u>	End at the announced closure time	Canceled
Examinations during Finals Week	Begin at the university's announced opening time	End at the announced closure time	Canceled
Small Public Events (e.g. lectures, performances, workshops, etc.)	Begin at the university's announced opening time	End at the announced closure time	Canceled
Large Public Events (e.g. concerts, dignitary visits, sporting events, etc.)	Event by event analysis with decision by designated campus authority	Event by event analysis with decision by designated campus authority	Event by event analysis with decision by designated campus authority

Departments/ Units Status:			
	Delayed Opening	Early Closure	Full Closing
Campus Operations Planning & Facilities Management	Regular schedule for essential employees	Regular schedule for essential employees	Selected emergency and essential services operate on normal schedule
Utilities + Energy	Regular schedule for essential employees	Regular schedule for essential employees	Selected emergency and essential services operate on normal schedule
Safety + Risk Services	Regular schedule for essential employees	Regular schedule for essential employees	Selected emergency and essential services operate on normal schedule

Commented [SS1]: Is there need for a footnote here to capture "equivalent function" at satellite campuses?

Departments/ Units Status:			
	Delayed Opening	Early Closure	Full Closing
Housing & Dining Services*	Open, unless minimum staffing cannot be met. Service may be consolidated to certain outlets	Open, unless minimum staffing cannot be met. Service may be consolidated to certain outlets	Open, unless minimum staffing cannot be met. Service may be consolidated to certain outlets
Information Services	Regular schedule for on-call employees	Regular schedule for on-call employees	Regular schedule for on-call employees
Research (e.g. animal care facilities)	Regular schedule for essential employees	Regular schedule for essential employees	Selected emergency and essential services operate on normal schedule
UO Police Department	Regular schedule	Regular schedule	Selected emergency and essential services operate on normal schedule
Incident Management Team	Regular schedule	Regular schedule	Selected emergency and essential services operate on normal schedule
EMU*	May be open, unless minimum staffing cannot be met.	May be open, unless minimum staffing cannot be met.	May be open, unless minimum staffing cannot be met.
SRC*	May be open, unless minimum staffing cannot be met. Open, unless minimum staffing cannot be met.	May be open, unless minimum staffing cannot be met. Open, unless minimum staffing cannot be met.	May be open, unless minimum staffing cannot be met. Open, unless minimum staffing cannot be met.
UHS*	May be open, unless minimum staffing cannot be met.	May be open, unless minimum staffing cannot be met.	May be open, unless minimum staffing cannot be met.
All Other Administrative Offices	Report to work at the announced opening	Closed at announced closure time	Closed

* During extended periods of inclement weather and ~~W~~when it is possible to maintain safe operations these services ~~will~~[may](#) remain open for the student population.

¹¹ Equivalent units and functions on satellite campuses are also considered essential.

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* During extended periods of inclement weather and when it is possible to maintain safe operations these services may remain open for the student population.

¹¹ Equivalent units and functions on satellite campuses are also considered essential.

Facilities and Operations, Cancellation and Closure Of

Policy Number:

IV.07.02

Reason for Policy:

To provide standards and procedures for determining when conditions of weather ~~or emergency, or other special circumstances~~ raise questions about the practicality, desirability or need to ~~cancel or~~ close down University operations, i.e., classroom instruction, office operations, physical plant operations or any subsection of the university.

Entities Affected by this Policy:

All members of the University of Oregon community.

Responsible Office:

For questions about this policy, please contact Safety and Risk Services, safety@uoregon.edu or 541-346-3192.

Website Address for this Policy:

<https://policies.uoregon.edu/vol-4-finance-administration-infrastructure...>

Enactment & Revision History:

25 April 2016 - Revisions approved by the university president; policy renumbered from 04.00.03 to IV.07.02

08 February 2010 - Policy number revised from 4.000 to 04.00.03

06 March 1984 - Approved by the university president's staff and issued by vice president for administration

23 April 1982 - Originally promulgated

Policy:

The University of Oregon may change its operating status during and surrounding periods of inclement weather ~~or, or~~ emergencies. When inclement weather occurs, geographic location and elevation can vary conditions significantly. The University of Oregon makes decisions based on its campus conditions, which may not be the same decision by nearby school districts, colleges or universities.

~~The President of the University designates the Vice President for Finance and Administration as the administrative officer responsible for the decision about delayed opening or closure and implementation of this policy.~~

If a change in operating status is warranted, the ~~university~~ Vice President for Finance & Administration has three options: a delayed opening, early closure, or a full closure.

~~Academic and administrative units shall abide by any decision made by central administration regarding operating status. If a unit cannot safely maintain operations, the Dean or Director, Vice President, or their designee can choose to open later than the campus wide opening, close earlier than the campus wide closing, or fully close instead of delayed opening or closing early. Deans and Directors, Vice Presidents, or their designee are responsible for communicating their status to their own employees. This deviation from the campus wide status must be communicated to the Incident Management Team (IMT).~~

In the case of inclement weather ~~or, emergencies~~ the following departments are ~~considered~~ services and resources are considered essential¹:

- Campus Planning and Facilities Management
- ~~Central Power Station~~
- Safety and Risk Services
- Housing and Dining Services
- Information Services
- Research (e.g. Animal care facilities)
- UO Police Department
- Incident Management Team

When it is possible to maintain safe operations, the Erb Memorial Union, University Health Center, and the Student Recreation Center ~~following campus services will~~ may open and provide as many services as possible for the student population. ~~Erb Memorial Union and Student Recreation Center. There may be some cases where departments other than those listed above provide essential services as well.~~

¹ Equivalent units and functions on satellite campuses are also considered essential.

DEFINITIONS

Delayed Opening: A university operating status based upon inclement weather or other emergency that cancels classes and events, and suspends all non- essential administrative and academic activities ~~at the Eugene campus~~ in the morning hours of normal operations.

Early Closure: A university operating status based upon inclement weather or other emergency that cancels classes and events, and suspends all non- essential administrative and academic activities ~~at the Eugene campus~~ in the afternoon and/or evening hours of normal operations.

Full Closure: A university operating status based on inclement weather or other emergency that cancels all classes and events and closes all university offices and departments, except select emergency and essential services.

Essential Services and Resources: Services and resources necessary to maintain health and safety and residential and research support functions on campus. Essential services are expected to continue even during delayed openings, early closures, and full closures. Departments and units with designated essential services and resources are responsible for developing their own protocol and procedures for maintaining their essential functions.

Note that essential services and resources may depend on the nature and timing of the incident or emergency. Deans, Directors and Supervisors are responsible for communicating with staff about when their functions may be deemed essential. These conversations should occur before disruptions so that employees understand when they may be called upon as essential.

~~Essential Employee: University employee whose duties are required to provide essential services and resources.~~

RESPONSIBILITIES

Senior Vice President for Finance & Administration (VPFA): Makes final decision regarding the operating status of the Eugene Campus and when to resume normal operations (unless otherwise identified below). The VPFA has the responsibility to evaluate extenuating circumstances and scheduled programming with input from the Incident Management Team for services and resources considered essential to fulfill operational needs.

Oregon Institute for Marine Biology (OIMB) Senior Leadership: Makes final decision regarding the operating status of the OIMB campus and communicates that via appropriate channels. OIMB Leadership has the responsibility to evaluate extenuating circumstances and scheduled programming with input from the Incident Management Team for services and resources considered essential to fulfill operational needs.

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Vice President for Finance & Administration (VPFA): Makes final decision regarding the operating status of the university and when to resume normal operations. The VPFA has the responsibility to evaluate extenuating circumstances and scheduled programming with input from the Incident Management Team for services and resources considered essential to fulfill operational needs.

Vice President for Portland: Makes final decision regarding the operating status of the UO Portland and communicates that via appropriate channels. The Vice President for Portland has the responsibility to evaluate extenuating circumstances and scheduled programming with input from Portland campus CPFM and UOPD staff for services and resources considered essential to fulfill operational needs.

UO-Incident Management Team (IMT): Provides the command and control infrastructure that is required to manage the logistical, fiscal, planning, operational, safety and campus issues related to any and all incidents/emergencies. The IMT monitors the situation and advises the Senior Vice President for Finance & Administration when a decision regarding a change to the operating status is advisable.

Deans and Directors: Academic and administrative units shall abide by any decision made by central administration regarding operating status. If a unit cannot safely maintain operations, the Dean, Vice President, or their designee can choose to open later than the campus wide opening, close earlier than the campus wide closing, or fully close instead of delayed opening or closing early. Deans, Vice Presidents, or their designee are responsible for communicating their status to their own employees. This deviation from the campus wide status must be communicated to the Incident Management Team (IMT). Within the unit for which they have responsibility, maintain the same operating status that has been declared by the university. When a change in operating status has been declared, maintain a schedule within the unit that is consistent with this policy. Ensure that potential essential functions have been identified and communicated to employees who perform them before disruptions occur.

SPECIAL SITUATIONS

Supervisors and faculty should be reasonably understanding and flexible regarding a student's or staff member's individual needs during inclement weather or an emergency, especially if the student or employee has a long commute to and from campus. A student, faculty or staff member who believes that it is unsafe to travel, or who is faced with unexpected family care responsibilities (such as those created by local school closings), should use his or hertheir judgment and remain at home if that is the most prudent action.

REMOTE WORK

Employees who normally work in person at a UO location may have duties they can perform at home in the event of a facility closure. When a UO work location is closed due to inclement

weather or other factors, employees and supervisors should discuss whether there is work that can be performed remotely. If there is work an employee can do from home or another remote location, with the supervisor's written approval, the employee should perform this work. Supervisors are responsible for communicating this expectation.

Employees who have an approved Flexible Work Agreement in place to work remotely, and are able to do so under the circumstances, are expected to perform their duties remotely in the event of a facility closure.

By default, during periods when classes are cancelled (delayed opening, early closure, full closure) instructors should not teach courses (either in person or remotely). Once campus is open again, some instructors may need to teach remotely and should arrange this through their immediate supervisor. The Office of the Provost will communicate any deviations from the default.

Chapter/Volume:

- Volume IV: Finance, Administration and Infrastructure
- Chapter 7: Property, facilities and planning; sustainability

Related Resources:

[Closure Reference Tables.pdf](#)

[HR Compensation Guidance: https://hr.uoregon.edu/inclement-weather-compensation-guidance](https://hr.uoregon.edu/inclement-weather-compensation-guidance)

Facilities and Operations, Cancellation and Closure Of

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IV.07.02

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