

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, Safety & Risk Services
Policy Title & # (if applicable):	Facilities and Operations, Closure of IV.07.02
Submitted on Behalf Of:	Safety & Risk Services
Responsible Executive Officer:	Andre Le Duc, 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): Jessica Price

GENERAL SUBJECT MATTER

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

Limiting or full closure of University facilities or operations.

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.

None

STATEMENT OF NEED

What does this concept accomplish and why is it necessary?

To provide standards and procedures for determining when conditions of weather, emergency, or other special circumstances raise questions about the practicality, desirability or need to close down University operations, i.e., classroom instruction, office operations, physical plant operations or any subsection of the University. This revision reflects decision making authorities on UO's satellite campuses and updates names of units involved.

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
Jessica Price	GC	11/11/23
Chuck Triplett	UO Portland	10/24/23
Mike Harwood	CPFM	10/28/23
Jeff Butler	CPFM	10/28/23
Steve Stuckmeyer	EHS	10/28/23
Steve Mital	Utilities & Energy	10/28/23
Michael Griffel	Housing	10/28/23
Tom Driscoll	Housing	10/28/23
Christy Long	IS	10/28/23
Anna Shamble	VPRI	10/28/23
Mike Pluth	VPRI	10/28/23
Jason Wade	UOPD	10/28/23
Eric Alexander	EMU	10/28/23
Lynn Nester	SRC	10/28/23
Keith Frazee	Comms	10/28/23
Kaia Rogers	HR	10/28/23
Kathie Stanley	Student Life	10/28/23
Anna Schmidt	SSEM	10/28/23

Facilities and Operations, Closure Of

Policy Number:

IV.07.02

Reason for Policy:

To provide standards and procedures for determining when conditions of weather, emergency, or other special circumstances raise questions about the practicality, desirability or need to 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~~ emergencies or other special circumstances. 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 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 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 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, emergencies, or other special circumstances the following 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 following campus services will may open and provide as many services as possible for the student population.: ~~Erb Memorial Union and Student Recreation Center.~~

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.

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

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. Departments and units with designated essential services and resources are responsible for developing their own protocol and procedures for maintaining their essential functions.

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

RESPONSIBILITIES

Oregon Institute for Marine Biology (OIMB) Senior Leadership: Makes final decision regarding the operating status of the OIMB campus and when to resume normal operations. 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.

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 when to resume normal operations. The Vice President for Portland 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.

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 Vice President for Finance & Administration when a decision regarding a change to the operating status is advisable.

Deans and Directors: 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.

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 her~~their 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.

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)