

Title:	Inclement Weather or Catastrophic Event
Source:	Employee Services
Prepared by:	Vice President of Human Resources
Approved by:	Leonard Dinegar, Sr. Vice President for Internal Operations & Chief of Staff
Application:	System Administration
Effective Date:	March 1, 2024

I. INTRODUCTION

This policy establishes physical office closure and related staffing expectations during inclement weather and other emergencies, and is applicable to all classified staff, university staff and student employees at the University of Colorado System Administration Office (“CU System”).

Circumstances that may require that CU System facilities/office be closed include but are not limited to: inclement weather such as snow, ice, tornadoes and other weather-related conditions, flood, fire, chemical spills, air pollution advisories and other similar natural disasters; and acts of violent crime, terrorism and other major threats to personal health or safety.

II. PROCEDURES

Decision Making

The decision to close the physical office is vested with the CU System Administration Sr. Vice President for Internal Operations & Chief of Staff or designee(s). It has been decided that the office for CU System Administration located at 1800 Grant St. will follow the decision made for our CU Denver campus located on the Auraria campus closure protocols. Updates can be found [here](#). System Administration employees residing on a campus should make appropriate decisions based on their campus location.

Catastrophic Events

If there is a state of emergency where the employee lives and they are unable to work due to mandatory evacuation or such things related to natural disasters like power outages and flooding, an employee will be granted administrative leave at the supervisor’s discretion.

Inclement Weather

The following set forth the procedures when 1800 Grant St. is affected by inclement weather. System Administration will follow the CU Denver/Auraria campus for all inclement weather announcements.

If weather conditions necessitate a closure at 1800 Grant St. building:

- Essential personnel (who are already pre-identified by their departments) must report in-person.
- All other staff should work remotely. Non-essential employees who are

regularly scheduled to work in the office should stay away from the office during closures. It is expected that they will work remotely to the greatest extent possible during physical office closures.

- If unable to perform their duties remotely or need to care for children, family members, or have other commitments, they can work with their supervisor to accommodate needs.
- Supervisors should be flexible with their employees and may grant administrative leave as needed. (Sick leave may be used during inclement weather in limited circumstances. See CU's [Leave Policy](#), section A, usage section items E and F.)

What does this mean while working remotely:

- If you have a planned trip to the office on a day with inclement weather, please follow the guidance provided in the notifications you receive from RAVE.
- When emergency dismissal and closure procedures are in effect at the employee's primary work location on a day(s) the employee is scheduled to work remotely, the employee will continue to work their regular schedule at the remote worksite unless otherwise directed.
- Supervisors should be flexible with their employees and may grant administrative leave as needed. Considerations should be given when an employee is unable to work due to circumstances such as school or childcare closures, severe storms with power outages or work that cannot be completed remotely. (Sick leave may be used during inclement weather in limited circumstances. See CU's [Leave Policy](#), section A, usage section items E and F.)

If weather conditions necessitate an early dismissal or late start:

- For delayed starts, employees who are scheduled to work in-person that day would report for work at the delayed start time. Employees working remote that day would start their days at the normal start time.
- Supervisors are encouraged to be flexible to the needs of their staff and discuss, where possible, any needs for schedule revisions due to weather delays.
- For early dismissal, this would apply to anyone working in-person at that time. However, we encourage supervisors to be flexible with staff needs.

Notifications

The notification will come from RAVE regarding a closure or late start.

- Employees will receive an email and/or a text message through CU Denver's Auraria campus alert system, followed by a confirmation with CU System's RAVE alert system.
- System employees are automatically enrolled to receive email alerts but must opt-in to receive text alerts. Complete the [registration form to opt in](#).
- When an alert goes out, employees should work directly with their supervisor to determine their schedule or flexibility needed.

If 1800 Grant St. is open during inclement weather, we encourage staff to use their judgment as to their ability to reach the building safely. Staff should communicate with their supervisor if they feel unable to reach the building in a safe manner.

Recording Time

During inclement weather, if you are able to perform your job remotely, please do so. Otherwise, please use the information below to track time not worked.

- If you are a regular employee already on approved sick, vacation or other type of leave when there is a closure, administrative leave cannot be substituted for the approved leave.
- If you are an essential services employee who is required to work during a closure, administrative leave cannot be granted to be used at a later date.
- Non-exempt employees must enter administrative leave for time not worked during an inclement weather closure on your time sheet in My Leave, as approved at the supervisor's discretion. If you can perform your work remotely, you should do so.
- You are not eligible for paid administrative leave if you are a temporary employee, retiree working in a temporary position, or student employee.

III. DEFINITIONS

Inclement weather is defined as any severe or harsh weather condition that makes it unsafe or impractical to travel, commute, or work outdoors. This policy will mostly apply to snow events but encompasses any weather emergency as needed that causes a delayed start to the workday or a full closure of the office. If weather conditions are uncertain the appropriate members of leadership will monitor the situation to evaluate the best course of action and will provide notice to staff as soon as possible.

Essential services are those functions and personnel required to maintain or protect the health, safety or physical well-being of personnel given the conditions of the emergency at hand.

Determining Essential Services for Emergency Closures: The Senior Vice President(s) or Vice President(s) will determine which operations under their respective supervision should be designated as essential services (as defined above) and under what conditions specific individuals will be required to physically report to work during a general closing.

The determination of essential services and personnel may vary depending on conditions of the emergency at hand. Examples of emergency conditions include, but are not limited to, snow, ice, flood, power failure, fire, explosion, or extreme heat or cold. Lists of designated essential services and personnel should be disseminated to the appropriate unit supervisor; individuals included on such lists should be notified by their supervisors. Employees should contact their supervisors if they have questions about whether they are considered "essential services" personnel.

IV. INTERPRETATION

Employees should contact their supervisors and appointing authorities with questions about personal leave and timekeeping.

Supervisors should contact SystemHR@cu.edu with questions.