

1 Emergency Closing and Class Cancellations.

2 **University Policy 1110**

3 **Section 1. Purpose**

4 This temporary document replaces the prior version of Policy 1110 pending
5 the development of related policies, procedures, rules or regulations by
6 Minnesota Management and Budget (MMB) and the Minnesota State board
7 and system office. The previous policy was implemented in 2008 and has
8 been rendered obsolete by changes to the working and teaching
9 environment resulting from the Covid-19 pandemic. This temporary
10 document will be replaced by a robust revision of Policy 1110 and is intended
11 to provide clarity and transparency until that revision is completed.

12 **Section 2. Definitions**

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14 **Section 3. Policy**

15 In the event of adverse weather conditions, safety hazards, or other
16 conditions affecting university premises, it is the policy of Metropolitan State
17 University to make every reasonable effort to ensure the safety and well-
18 being of students and employees.

19 A. **Authority.** Unless otherwise delegated as provided below, only the
20 president of the university has the responsibility and authority to close
21 the university, resulting in no work being performed during the period
22 of closure, when an extreme hazard would prevent safe work in any
23 location, including remotely or when electronic services that facilitate
24 remote work are insufficient or unavailable.

25 When the president is unavailable, the authority to close the
26 university is delegated to another member of the President's
27 Executive Council in the following order:

- 28 • Provost & Executive Vice President for Academic Affairs
- 29 • Vice President for Finance and Campus Operations
- 30 • Vice President for Student Success

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32 B. The Provost, or a designee, has the authority and responsibility to move
33 instruction to online modality or cancel classes and other university

34 sponsored activities when weather or other hazardous conditions
35 warrant this decision. If the provost is unavailable, the President
36 assumes the authority and responsibility for instructional and event
37 decisions. If neither the President nor Provost are available the
38 responsibility is delegated to the following administrators in the
39 following order:

- 40 • Vice President for Finance and Operations
- 41 • Vice President for Student Success

42 In the absence of the four officers named above, the person acting as the
43 administrator-in-charge at the time will have the responsibility for canceling
44 classes and for closing the university.

45 C. **Operational States.** The university may change its operation state for
46 part of a day, a whole day, or multiple days. There are three general
47 operating states.

- 48 • **Open.** Campus activity continues as normal with no changes in
49 work or instructional activities. Individuals unable to work in their
50 assigned location for that period will consult with their supervisor
51 and take a day of vacation.
- 52 • **Open with Remote Operations.** The university is open, but
53 classes, programs and services are encouraged to be continued
54 remotely with minimal campus presence. Individuals unable to
55 work in their assigned location will consult with their supervisor
56 and take a day of vacation.
- 57 • **Closed with No Operations.** The university is closed. No classes,
58 activities or services are offered. All employees are paid for the
59 work time that the university is closed.

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61 D. **Planning.** Supervisors shall develop work plans that address how their
62 areas will operate when the university's operational state is "Open with
63 Remote Operations." These plans must be approved by the supervisor's
64 divisional vice president. These plans shall be updated at the start of
65 each fiscal year or whenever there are significant staffing changes in
66 the work unit.

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68 E. **Notification.** The university will notify all students and employees of a
69 change from an Open operational state as early as possible, and the
70 return to Open operations once the weather event or other emergency
71 circumstances are resolved.

72 **Section 4. Authority**

73 This policy is issued pursuant to the authority granted under Minnesota State
74 Board Policy 4.4 “Weather / Short Term Emergency Closings.”

75 **Section 5. Effective Date**

76 This university policy shall become effective upon signature by the president,
77 and shall remain in effect until modified or expressly revoked.

78 **Section 6. Responsibility**

79 The President/designee is responsible for implementation of this policy.

80 **Section 7. Review**

81 This policy shall be reviewed within six months of a revision to Minnesota
82 State Board Policy 4.4 or applicable regulations from Minnesota
83 Management and Budget (MMB), such as Policy #1437, Emergency Closure of
84 State Agency Facilities.

85 **Section 8. Signature**

86 Issued on this date: August 31, 2023

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90 Virginia “Ginny” Arthur, JD

91 President

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93 Date of Implementation: 09/06/23