Section 1. Purpose

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

Section 2. Definitions

*none

Section 3. Policy

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

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

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

- Provost & Executive Vice President for Academic Affairs
- Vice President for Finance and Campus Operations
- Vice President for Student Success

B. The Provost, or a designee, has the authority and responsibility to move instruction to online modality or cancel classes and other university
sponsored activities when weather or other hazardous conditions warrant this decision. If the provost is unavailable, the President assumes the authority and responsibility for instructional and event decisions. If neither the President nor Provost are available the responsibility is delegated to the following administrators in the following order:
- Vice President for Finance and Operations
- Vice President for Student Success

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

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

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

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

E. **Notification.** The university will notify all students and employees of a change from an Open operational state as early as possible, and the return to Open operations once the weather event or other emergency circumstances are resolved.
Section 4. Authority

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

Section 5. Effective Date

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

Section 6. Responsibility

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

Section 7. Review

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

Section 8. Signature

Issued on this date: August 31, 2023

Virginia "Ginny" Arthur, JD
President

Date of Implementation: 09/06/23