



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 10.02, Suspension of Classes and Closing of Offices in Emergency Situations

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSCEP) Policy and Procedure (HSCEP OP) is to establish policy and procedure regarding the suspension of classes and closing of offices for a short period of time. Inclement weather, electrical outages, malfunctions of the central heating and cooling plant, chemical or biological problems, fire, and explosions are some of the events that might require the suspension of classes and closing of offices.

REVIEW: This HSCEP OP will be reviewed on September 15 of every odd-numbered year (ONY) by the Managing Director for Physical Plant and Support Services (including review of the attachments by the respective campuses), the Emergency Management Coordinator, the Senior Director of Communications and Marketing, the Executive Director for Human Resources, and the Chief of Police, or El Paso campus designee, with recommendations for revisions submitted to the Chief Operating Officer (COO) or designee) by October 1. The COO or designee will present recommendations to the President.

POLICY/PROCEDURE:

(Specific procedures for the Regional Campuses relating to Sections 1, 2 and 3 are detailed in Attachments A, B, C and D.)

1. Severe Weather Conditions

- a. When weather conditions and/or reports indicate ice or snow, the senior police officer on duty will notify the Texas Tech Chief of Police and TTUHSCEP police designee
- b. To facilitate the movement of emergency crews to spread sand or other materials at dangerous intersections, the Chief will notify the Director of Grounds Maintenance at his or her office or home.
- c. If conditions are severe, the Chief of Police will notify and recommend to the President, through the Executive Director of Communications and Marketing, the suspension of classes and closing of offices during the period of hazardous conditions.
 - (1) Ideally, this recommendation will be made between 1:00 and 4:00 p.m. of the preceding day. The President will consult with the Chancellor and inform the Chief of Police by 5:00 p.m.
 - (2) In those cases where hazardous conditions arise during the night, the President will be notified no later than 6:10 a.m. The President will consult

with the Chancellor regarding this condition and respond to the Chief of Police by 6:20 a.m.

2. **Energy Curtailment or Other Emergencies**

- a. The Managing Director for Physical Plant and Support Services will consult with the COO, and a recommendation to suspend classes and/or other operations will be presented to the President, who will consult with the Chancellor. The Managing Director PPSS will advise the Chief of Police and Emergency Management.
- b. The timing as presented in the above paragraphs will apply.
- c. Appropriate response to events that occur during normal business hours affecting TTUHSCEP will be communicated from TTUHSCEP administration to faculty and staff through administrative communication channels, including posting on the TTUHSCEP website and social media pages (Facebook and Twitter). The authority to suspend classes or discontinue patient care services resides with the President or designee. The Senior Director of Communications and Marketing or designee will notify appropriate media and initiate STAT!Alert emergency notification system.
- d. Directors or managers of departments/offices who operate expanded hours at night and/or on weekends have the responsibility to develop internal policies and communication processes with their supervisor and other appropriate administrators/ offices to respond to weather-related or other emergencies that may necessitate closings.

3. **Procedures for Implementation of Policy**

- a. The El Paso campus will determine the need for suspension of classes and closing of offices and clinics based on inclement weather conditions at each campus. The President or designee will in turn notify the Chancellor. The campus will be responsible for notifying the appropriate local media if classes are suspended or offices are closed. See Attachments B, for local policy for the campus.
- b. In any situation where the designated administrators are unavailable, direct contact will be made by the Chief of Police or designee with the President.
- c. If classes are to be suspended and offices, other operations, and clinics closed, the President will notify all vice presidents, deans and the Senior Director of Communications and Marketing. The Senior Director of Communications and Marketing or designee will notify appropriate media and initiate STAT!Alert emergency notification system.
- d. In the event the Senior Director of Communications and Marketing cannot be notified, then another appropriate representative of the Office of Communications and Marketing will fulfill this function.
- e. The same procedure used to suspend classes and close offices will be used to

determine and announce the time when *essential personnel* staffing ceases and normal staffing resumes.

4. **Identification of *Essential Personnel***

It will be the responsibility of the President, vice presidents, and deans to assure that by November 15 of each year, administrators in their organizations notify in writing those persons designated as *essential*. The Human Resources Office and the Dean's Office will be informed of the personnel designated as *essential* (reproduce and use Attachment E).

Administrative officers may release *essential personnel* from their responsibilities to report for work on an individual basis if their services are not needed during a specific emergency. Administrative officers may designate other personnel as *essential* on an individual basis for a specific emergency if their services are needed by providing notice to the employee.

5. **Compensation of *Essential Personnel***

a. Exempt Employees.

Exempt employees are paid for the accomplishment of assigned tasks without accounting for hours worked and will not be entitled to equivalent time off or additional compensation for hours worked during an emergency period.

b. Nonexempt Employees.

Regular nonexempt employees shall be credited with emergency leave for the number of normal work hours involved in the emergency closing and will be paid for the number of hours actually worked in accordance with normal policy governing overtime and additional compensation (see HSC OP 70.17).

Temporary nonexempt employees shall be paid for the number of hours worked in accordance with normal policy but shall not be credited with additional emergency leave hours.

Employees who have been designated as *essential personnel* but who do not report to work and do not have a valid reason will not be credited with the number of normal work hours involved in the emergency closing and will be charged for leave without pay during the emergency period.

Employees who are not designated as *essential personnel* but who report to work during an officially declared emergency situation should be sent home immediately.

6. **Announcement of Policy**

The President will prepare and distribute to all vice presidents, deans, department heads, administrators, and directors at TTUHSCEP a general information memorandum on this policy by November 1 of each year (see Attachment F).

7. **Right to Change Policy**

TTUHSC reserves the right to interpret, change, modify, amend, or rescind this policy in whole or in part at any time without the consent of employees.