



Procedure on Emergency Conditions: Release of Employees

(Approved by the President in February 17, 1997; Revised October 28, 2008)

I. PURPOSE

To establish a procedure to implement BOR Policy VI - 12.00 Policy on Emergency Conditions: Cancellation of Classes and Release of Employees. As stipulated in that Policy, the Policy and these procedures apply to all UMBI employees

II. BACKGROUND

An earlier version of this procedure was approved by the President effective February 17, 1997. The current procedure updates terminology and closing procedures for UMBI facilities.

III. DEFINITIONS

- A. "Emergency Conditions" - Those conditions which are determined by the Unit Head or designee to be serious enough to warrant the release of employees. Such conditions may arise because of inclement weather, fire, power failure, civil disorders or other unusual circumstances that may endanger students and/or employees.
- B. "Essential Employees" - An employee of a facility who has been designated as vital to the operation of the facility, whose presence is required regardless of the existence of an emergency condition, and whose absence from duty could endanger the safety and well-being of employees or other persons and/or physical plant. Examples of such employees are police, stationary engineers or other heating plant and maintenance personnel, snow removal employees, food service staff, hospital staff, etc. Each Unit will notify essential employees of that status in writing.
- C. "Liberal Leave" - Leave taken without the prior permission of a supervisor, granted when a condition such as dangerous traffic or highway conditions, hazardous weather, civil disorder or other circumstance not yet declared as an emergency exists.
- D. "Unit Head" - The UMBI President, Vice Presidents, Center Directors, or their designees.

IV. PROCEDURE

A. General Information

1. Closing Facilities. BOR Policy VI - 12.00 provides for the following:
 - a. Before the Start of Work. When any facility is closed prior to the start of normal work hours or shifts, non-essential employees, except those on previously approved leave, are to be considered to be on paid Administrative Leave.
 - b. After the Start of Work. When, as a result of emergency conditions, any facility is closed after the start of normal work hours or shifts, non-essential employees are to be placed on paid Administrative Leave. Non-essential employees who have not reported to work and are not on previously approved paid leave must be given the option to use appropriate accrued

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paid leave, or be placed in a no-pay status.

2. Liberal Leave

The President or designee shall determine when Liberal Leave will be in effect for non-essential employees who fail to report to work, or who report late, or choose to leave early because of dangerous traffic or highway conditions, civil disorder or other circumstance not yet declared as an emergency shall be excused. Such excused absence must be charged to appropriate paid or unpaid leave. In Weather-related situations, the decision to grant Liberal Leave will be determined by section IV.C.2 of this procedure. Employees are required to notify the appropriate person (as determined by the Unit) that they will take Liberal Leave.

B. Non-Weather Related Closings

1. Evacuation of a Facility

In the interest of personal safety, nothing in BOR Policy VI -12.00 or this procedure precludes the necessary, immediate evacuation of a facility by the Unit Head or designee in the event of emergency conditions.

C. Weather-Related Closings

1. Each employee of UMBI is expected to report to work as scheduled unless the UMBI Unit's official notification procedure indicates that the Unit will be closed or that Liberal Leave is in effect.
2. For weather-related closings, late starts, early closings, and Liberal Leave situations, UMBI Units will close according to the following:
 - a. CBR will close when the University of Maryland College Park (UMCP) closes.
 - b. UMBI Units located at Shady Grove will close when the University System of Maryland Shady Grove Center closes.
 - c. UMBI Units located in the Columbus Center in Baltimore will close when the University of Baltimore (UB) closes.
 - d. MBC will close when University of Maryland, Baltimore (UMB) closes.

Closing announcements for UMCP, University System of Maryland Shady Grove Center, UB, and UMB are made on local radio and television stations. To ensure accuracy of the TV/Radio announcements, employees may check the UMBI web site (www.umbi.umd.edu) or call the campus weather number (if available) provided by the Unit's business office.

3. If a Unit Head or designee feels that it is necessary to close a facility as a departure from the plan in section IV.C.2 above, such closure requires prior approval of the President or Vice President for Operations and Finance or Designee.
4. Each Unit will designate a person to be responsible for implementing a recorded telephone message announcing a facility closing and contacting UMBI's Web Master to place a closing announcement on UMBI's web page.

V. ESSENTIAL EMPLOYEES

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BOR Policy VI - 12.00 states that employees who are required to perform duties after an emergency condition has been declared shall be compensated with compensatory leave or cash payment equivalent to the Administrative Leave granted to non-essential employees who are released from the same facility.

Only extenuating circumstances of a most serious nature will warrant the exemption of an essential employee from the requirement to report for duty in a timely manner. The Unit Head or designee will decide whether the employee may be exempt from reporting, and a note to that effect will be attached to the employee's time report.