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# Gonzaga University Closing Policy

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### Effective:

**Last Updated:** August 1, 2021

### Responsible University Office:

**Policy Contact:** *Person to contact with questions/issues (reference by title and office only)*

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## Notice:

Effective August 1, 2021 this policy was converted into an easily accessible standalone PDF document. This policy still remains in Part II of the Policies and Procedures Manual and no changes were made to this policy when it was converted to the standalone PDF document.

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## Policy

The purpose of this policy is to inform Gonzaga employees about how and when decisions will be made to close campus in the event of emergency situations (severe weather, public health, pandemic, power failure, etc.) and guidelines regarding time off when Gonzaga is officially closed. During such periods, Gonzaga reserves the right to close the administrative, offices, academic schools, and other functions and operations of Gonzaga.

Gonzaga University will remain open unless it is determined that safety is compromised by emergency situations or lack of utility services. In certain circumstances, essential facilities or services will be open even though in-person classes are canceled.

## Definitions

1. **Essential Employee:** Employees designated to report to work in the event of campus closure to maintain minimum levels of service. Essential employees will be defined based on the specific emergency circumstance and determined by the department head or designee, dean or vice president and communicated to the employee in accordance with department communication plan.
2. **Campus Closure:** Entire campus is closed for business operations and classes are canceled. Essential employees may be called in as necessary.

3. **Campus Open/Classes Canceled:** Business operations will remain open; however, the Provost and Senior Vice President may cancel classes.
4. **Opening Delayed:** Campus will be opened for business and classes after a brief delay. This is generally when reports suggest that conditions will improve within a brief period of time.
5. **Campus Closed/Classes Operating Remotely:** Campus will be closed for business operations and classes will continue remotely. Essential employees may be called in as necessary.

## **Procedures**

1. The determination to close Gonzaga will be made by the President in consultation with others. Generally, a campus closure decision will be made by 6:00 a.m. daily.
2. Notification of campus and/or class cancellations or delays may include: recorded notification on the Gonzaga University's Information Line at 509-313-5666; email, Gonzaga's main web-page ([www.gonzaga.edu](http://www.gonzaga.edu)), information and public announcement to the local news media. Campus closure/cancellation information may be accessed by calling 509-313-5666 after 6:00 a.m. daily.
3. Because conditions will vary considerably during an emergency closure, each employee must individually assess his/her unique situation and determine if he/she can safely report to work. Employees not reporting to work in accordance with their work schedule due to the emergency situation should consult with their supervisor to determine the appropriate time reporting code.
4. If the emergency situation affects scheduled events such as athletics, theater, library hours or related activities, department heads may contact the Gonzaga switchboard and the Office of Public Relations to provide information to anyone who calls.
5. The Campus Public Safety and Security office is open 24 hours. If you have an emergency, or need additional information or assistance, you may contact them at 509-313-2222.

## **Application**

### **1. Compensation Method for Emergency Situations or Closures**

If an announcement is made to close Gonzaga University employees will be paid at their regular rate of pay, if they were scheduled to work during the period of declared closure. Staff on prearranged vacation, personal days or sick leave on the day of closure will be paid as they would have been had Gonzaga been open, and they will not receive closure pay or alternate time off. Similarly, staff on leaves of absence will not be paid for the emergency closure day.

If Gonzaga has determined to keep Gonzaga University operational during an emergency situation, each employee must individually assess his/her unique situation and determine if

he/she can safely report to work. If the employee chooses not to come in to work due to the emergency situation employees should consult with their supervisor to determine the appropriate time reporting code and may choose to take a vacation day or personal day or make up the time, provided they do so in the same pay-period with supervisor approval. Non-exempt employees may not work more than 40-hours in a workweek without prior supervisor approval.

If an employee is designated an essential employee for this closure and the employee comes in to work on a regularly scheduled day in which Gonzaga closes, that employee will be granted an alternate day off to be used within thirty days. If a non-exempt essential employee works a partial day, the employee will be granted the equivalent hours off on an alternate day to be used within thirty days.

If Gonzaga closes mid-day or an employee works a partial day Gonzaga will pay the employee the remainder of their regularly scheduled hours.

If an employee is called in as essential personnel on a regularly scheduled day off, the employee will be compensated at their regular rate of pay and paid any over time if applicable but will not receive an additional day off.

For clarification on call-in procedures, employees should reference their specific departmental call-in procedures (i.e. Plant Services, ITS, Security, etc.).

## 2. **Limitations & Exclusions**

Employees will be paid up to three business days of regularly scheduled days during emergency closure status. Beyond three days, the President in consultation with others will re-evaluate the situation to determine a future course of action.

Depending on the needs of the department, a department head may require staff to work on an emergency closure day. Staff members who are required to work are responsible for their own transportation to and from Gonzaga or when appropriate, telecommuting. If a staff member who is required to work cannot make it in due to inclement conditions, they must notify their supervisor as soon as possible.

Temporary staff members include employees who work through an agency or are non-regular employees who are employed for a specific period of time, season, or non-recurring work project and not eligible for Gonzaga university-sponsored group benefits. Temporary employees are not eligible for pay during emergency closures, unless they are required to work. If they are required to work during a closure, they will be paid only for the time worked for that day and shall not receive an alternate day off. Employees who telecommute during an emergency closure should also reference **Part 2: Telecommute Policy**.