

BALL STATE UNIVERSITY

Policy and Procedure Regarding Cancellation of Classes and/or Curtailment of Services

Essential Personnel

Essential personnel are employees designated by management to provide essential university services during an adverse weather event, a campuswide emergency, and/or other approved university closure. Essential personnel are required to report to work as scheduled, unless otherwise advised by supervisory authority.

Essential personnel must come to work (or remain at work) even if local civil authorities have declared emergency travel advisories for areas surrounding the university.

Essential personnel who do not comply with this policy and fail to report to work may be subject to disciplinary action, up to and including termination.

Professional/Staff/Service Personnel Procedures

This policy and procedures are applicable to full-time, part-time, temporary, and substitute professional/staff/service personnel.

1. Identification of Essential Personnel

- a. Department heads are responsible for identifying employees to be designated as essential personnel for their respective areas. This determination is made on the basis of the essential duties of the jobs and the needs of the university. The particular essential personnel who are activated during a closure will vary depending upon the circumstances and the nature and severity of the event.
- b. Department heads must create and maintain an up-to-date list of essential personnel and provide the list upon request by Ball State University senior management and/or the Ball State University Emergency Response Team. Department heads are responsible for annually notifying the employees who have been identified as essential personnel, in writing, that they have received this designation. Personnel needs will vary by unit. In some cases, it may be common practice that not all personnel are needed at the same time or during a specific incident. In these cases, department heads will determine appropriate staffing locations, levels, and scheduling.
- c. All personnel not designated specifically as “essential” will be deemed nonessential.

Policies regarding faculty will be handled as directed by the Office of the Provost.

2. Reporting to Work and Pay Procedures

a. Essential—Non-Exempt Staff and Service Personnel

Non-exempt staff and service personnel designated as essential personnel by their supervisors are required to report to work as scheduled during the period of closure. Essential personnel who were scheduled to work while the university was closed but who were unable to report to work because of adverse weather conditions, campuswide emergency, and/or other university closure will have the absence for the day recorded as lost time (no pay). Select Kronos code "Unpaid Time."

Non-exempt staff and service personnel who worked during the time period that the university was closed will be paid at their normal rate of pay for all hours worked; select Kronos code "Hours Worked." In addition, they will receive emergency closure pay for the number of hours that they were regularly scheduled to work; select Kronos code "Emergency Closure Pay."

b. Nonessential – Non-Exempt Staff and Service Personnel

Personnel who were scheduled to work during the closure period but who could not work due to the closing of the university will be paid according to the number of hours that they were scheduled to work. Select Kronos code "Emergency Closure Pay." Please note that employees not scheduled to work during the closure are not entitled to emergency closure pay.

Non-exempt staff and service personnel who scheduled vacation/paid time off (PTO) or other leave before the beginning of the closure for any hours during the closure will be charged for the scheduled vacation/PTO or other leave rather than "Emergency Closure Pay."

Service personnel who were granted scheduled vacation/PTO or other leave at the beginning of the closure because of weather conditions may use "Emergency Closure Pay" rather than vacation/PTO or other leave for scheduled work hours during the period of closure. Vacation/PTO or other leave would still be applicable to any scheduled work hours outside the period of closure.

c. Essential Personnel—Professional and Exempt Staff Personnel

Professional and exempt staff personnel are required to report to work as scheduled during the period of closure and will treat this time as regular workdays and record no hours in Kronos.

d. Nonessential – Professional and Exempt Staff Personnel

Professional and exempt staff personnel will be paid their normal salary during the period of closure and record no hours in Kronos.

Professional and exempt staff personnel who scheduled vacation or other leave *before* the beginning of the closure should report vacation or other leave for the closure period.

Professional and exempt staff personnel who were granted a vacation day or other leave on the closure day because of adverse weather conditions, campuswide emergency, and/or university closure may treat the closure portion of the workday (or full workday) as a regular workday and no hours would be recorded in Kronos (rather than utilizing vacation or other leave for schedule work hours during the period of closure.) Vacation or other leave would still be applicable to any scheduled work hours outside the period of closure.

3. Buildings and Facilities That Will Remain Open during Periods When the University Is Closed

The following is a list of essential campus buildings and facilities that will continue to operate, subject to supervisor scheduling, during adverse weather, a campuswide emergency, and/or university closure. Depending upon the nature of the emergency or closure, this list may be subject to change at any time, at the discretion of university senior leadership. Supervisors will decide and communicate staffing at the unit level to support operations.

- Bracken Library (if students are on campus)
- Dining Operations (if students are on campus)
- District Energy Stations North and South
- Garage (vehicle and equipment repair)
- Grounds/Landscape Services
- Health Center/QuickClinic
- Heat Plant
- Indiana Public Radio
- Information Technology Services, operations
- IT HelpDesk (if students are on campus)
- Payroll and Employee Benefits (if near payroll due date)
- PBX Switchboard
- Public Safety
- Recreation Services (if students are on campus)
- Residence Halls (if students are on campus)
- Sports Facilities (if students are on campus)
- Strategic Communications
- Student Center (if students are on campus)
- Student Center Hotel
- WIPB-TV