

Applies To:

TITLE:	Severe Weather or Emergency Situation Reduction in Operations Policy	Policy Number:	MICHR-OPS-OFC04
		Version:	2.0
Approve Date:	Oct 13, 2016	Effective Date:	Oct 13, 2016
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Purpose: This document summarizes the policy for Reduction in Operations for severe weather or other emergencies for staff.

Scope: This policy applies to all MICHHR staff.

Policy: MICHHR's policy for the closure of the department will come through university communication or at the discretion of the MICHHR Managing Director(s). The university has a policy related to severe winter weather conditions or an emergency, MICHHR's severe weather guidance incorporates this university policy.

Guidelines

- If the university declares "Developing Emergency Conditions" reduction in services (≤ 1 day) due to severe weather or unforeseen conditions, compensation for pay and benefits will be covered by the university. Staff members do not need to report to work.
 - Decisions to allow staff members to leave work early in a developing severe weather or other emergency situation will be the responsibility of the Managing Director(s) or designee.
 - If the university declares prior to the start of the workday, employees will be notified by phone.
- If the university declares an "Emergency Reduction in Operations" (1-2 days) due to severe weather, natural disaster, major utility failures or other unforeseen circumstances, compensation for pay and benefits will be covered by the university. Staff members do not need to report to work.
- During inclement weather that is not declared as "Developing Emergency Conditions" or "Emergency Reduction in Operations":
 - If a staff member feels they can make it to work safely, they are encouraged to do so.
 - If a staff member does not feel they can make it to work safely, they are encouraged to work remotely.
- If a staff member is working remotely and the power / internet goes out, they may:
 - Relocate to MICHHR (NCRC) or another location that has power / internet OR
 - Take a vacation day