

Unanticipated University Closings

The MSU President's Cabinet would make the determination if a temporary suspension of classes or early ending of the semester is necessary and would notify the emergency notification system and conventional communication systems.

Closure due to winter weather: The most common reason for this is dangerous winter weather. Normally, the University is either open or closed. Only in some extraordinary circumstance might we "call off classes" and expect offices to be open. When the University is closed, so are related functions such as Head Start and Child Care. The President or a Vice President making the decision to close, notifies radio and television stations, and activates the emergency notification system. An email, text message, and/or phone call will be sent to all students, staff, and faculty Portal.

When the University closes, those whose duties must go on (such as food service when school is in session, or custodial and power plant functions) are encouraged to come in and work if it is reasonably safe for them to travel to the campus, whether they would normally be on duty at that time or not. If they are scheduled to be on duty but cannot travel safely, they should so notify their supervisor so that alternative arrangements may be made. Those who do work during a closure will be compensated accordingly, which may vary from one situation to another.

Those whose duties are not essential to campus life and safety or who cannot safely travel to campus will be paid as if it were a normal workday. They need not claim the day on their leave reports.

In the event of a power outage: The University participates in a cost-savings program with Xcel Power. In exchange for a lower rate, the University has agreed that the power company may shut off power to the University when the power is needed elsewhere. Most often, this happens on very hot summer days. Often, the University does not close on these occasions. If there is a closure announcement from the President or a Vice President, then the same guidelines regarding pay and leave apply as for a winter weather closing.

If the University does not close, those who are able to continue work without access to power are expected to continue working, perhaps shifting tasks for the time being to accommodate the loss of power. This might be a good time to offer to help someone else, too, if your own work cannot continue. If you cannot perform any useful service due to the power outage, your supervisor may excuse you under the same guidelines regarding pay and leave time as defined above for winter closures. If the situation is not clear-cut, one way or another; use your own judgment in consultation with your supervisor.

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Sponsor: President's Cabinet