FACILITIES, REAL ESTATE & AUXILIARY SERVICES
Building Maintenance & Operations Department

EMERGENCY CONDITIONS AND EXTREME WEATHER POLICY
AFSCME #3472 (Maintenance Only)

Updated Effective date: September 6, 2011
The policy’s annual review date is approximately each July. This policy supersedes previous Emergency Conditions & Extreme Weather policies and all other related policy documents.

PURPOSE

In order to maintain an acceptable level of facilities operational services during periods of extreme conditions or extreme weather, which has resulted in the official announced closing of the University of Delaware, those FM/Operations & Maintenance and FM/Maintenance staff members (employees) who are essential are required to be at work.

In addition, during periods of extreme conditions or extreme weather, in which the University of Delaware does not officially close, an acceptable level of facilities operational services must also be maintained during these periods. Accordingly, those FM/Operations & Maintenance and FM/Maintenance staff members, who are required to be at work during the emergency, are designated as essential staff members (employees).

DEFINITION

Essential employee: Staff members (employees) notified and included on the essential employee listing whose services are required, regardless of conditions.

PROCEDURE

1. Staff members designated as essential must remain at work if the University of Delaware closes and/or during specified emergencies during their normal shift period. They must report to work at their usual start time, or as otherwise notified, and are expected to remain at work until management determines that the facilities operations are stable.
2. The University does not expect staff members (employees) to take unnecessary risks to report or to remain at work.

3. Non-essential staff who show up for work may be assigned relevant task(s), which may be out of class work task(s).

4. Each of the maintenance shops will attempt to fill the essential staff member requirements on a volunteer basis. Each time an extreme condition/extreme weather condition occurs and it is predictable (in which there is at least a twenty-four (24) hour planning timeframe), administratively, Facilities shall utilize the current fiscal year’s volunteer listing. The volunteer listing (form) shall be posted by shop and/or classification annually, (each June) in order to determine who is essential for each fiscal year’s extreme conditions/extreme weather conditions. (A copy of the Volunteer Listing Form is attached).

NOTE: Staff members employed in the classifications of *Electricians, *Electronics Repairers and *Maintenance Mechanics (regardless of shift they work) as follows:

*A minimum of six (6) Electricians must guarantee that they will work and a minimum of four (4) Electronics Repairers must guarantee that they will work the extreme weather event.

*Maintenance Mechanics, regularly assigned to work in Residential & Conference Facilities must guarantee that they will have a minimum of three (3) Maintenance Mechanics work during snow-related weather conditions; other times of the year, they must guarantee a minimum of four (4) Maintenance Mechanics to work the extreme weather event.

Utility Operator/Mechanics continue to be essential according to their work schedule or “sign up”.

Administratively, prior to the beginning of each fiscal year, a volunteer listing shall be distributed by classification and by the designated shop in order for mechanics to “sign up” as a volunteer during this time. In the event, posting of the volunteer listing does not satisfy the number of essential staff members required through the use of volunteers, mandated assignments will be made beginning with the least senior employee by classification and/or shop and rotates up the classification seniority listing by each designated extreme condition/extreme weather condition. The number of participating classifications will vary for most extreme conditions and extreme weather conditions.
The volunteer listing form, once verified by the designated shop supervisor/manager by signature, a copy of the signed form should be distributed onward to the Utility Operator/Mechanics and the Operations Center’s staff as an administrative reference point.

5. Staff members on duty are required to carry radios. They should notify the Operations Center of their name and “radio call number” at the start of their assignment.

6. In the event of a closing and/or during specified emergencies at the University of Delaware due to extreme weather or other emergency, all essential employees are required to remain at work if they are already on duty or to report to work at their usual start time, or as otherwise notified. All other staff members are not to report for work during such emergencies but are expected to report back to work at the beginning of their next scheduled start time following the announced re-opening of the University of Delaware.

It is the responsibility of each individual who is an employee of the Facilities organization, to respond in an appropriate manner to closings as they may be announced.

Second and third shift mechanics report to work if they are essential, according to the current fiscal year’s posting notice. If management determines additional staff members are needed, they shall inform those individuals.

7. Individuals may call 831-2000 to receive weather-related information. Members of the campus community are asked to not call the Department of Public Safety so that telephone lines there can remain open for emergency calls.

Announcements as to the closing or late opening of the University of Delaware will normally be made over local radio stations. Regardless as to whether or not the term essential employees/personnel is used in the context of the announcement, the steps set forth in this procedure still apply to Facilities staff members.

Employees with home access to the Internet should check out the UD Homepage or UD Daily, the University's daily information websites, at http://www.udel.edu/udaily or http://www.udel.edu.

Channel 2 on the UDTV cable system will carry weather-related announcements.

The University's policy is to remain open whenever possible during extreme weather conditions.
If no formal announcement of closing, late opening or early dismissal is made, employees who decide for personal reasons not to report or to leave early must take vacation time.

For more information on the extreme weather and other emergency condition policy, staff members should contact their supervisor/manager.

STATE OF EMERGENCY ANNOUNCEMENTS:

When the state of Delaware declares a state of emergency and is closed; essential staff members should inform the officer, (or designated agency), inquiring about their work status, that they are essential. It is recommended that each essential staff member maintain a copy of the Director's letter re-issued annually in their automobile.

Should the inquiring agency require further proof that the staff member is an essential employee who is traveling to and/or from work, provide the U/D Facilities Operations Center’s telephone number (302) 831-1141 to the inquiring agency.

The same administrative process is in place for essential staff members who travel to and/or from work outside the state of Delaware.

MEALS

Depending upon the nature, scope, and the length of the emergency condition, management is authorized to make reasonable arrangements for providing meals to staff and for establishing appropriate rest periods. No staff member is permitted to work longer than sixteen (16) consecutive hours without Assistant Director or designated level and above approval.

COMPENSATION POLICY

When a decision is made to close the University of Delaware, the following will apply:

1. When a decision is made to delay the start of the workday or dismiss before the close of the workday, staff members who have not been designated as essential employee(s) will be compensated at their regular pay regardless of time lost. Staff members who have committed annual leave, vacation, sick leave, or time off without pay prior to the announcement of closure or delayed opening, will be charged for the time accordingly, regardless of the University status.

For payroll purposes, it is essential that the start and stop time of the emergency period be clearly identified. The Facilities Human Resources Administrator will announce this information through e-mail communication once the start and stop time has been determined. In addition, the Facilities Human Resources Administrator should review any and all concerns regarding how to administer pay during an extreme weather condition.
2. Staff members designated as essential and who are required to report to work or to remain at work during extreme weather conditions will be compensated at double-time rates until the emergency is declared over by the Vice President for Administration or the appropriate administrative officer. Only those staff members who report for work and remain in a work status until excused will be eligible for double-time pay. Those individuals deemed as essential employees who do not report to work because of their personal concern with the weather will have their situation reviewed on a case by case basis to include pay. The individual situation, to include pay status, may be reviewed by management to include the Assistant Director or above level approval.

Utility Operator/Mechanics who work during the extreme weather emergency and/or the emergency condition, receive double-time pay only for those hours designated. The Facilities Human Resources Administrator has the documented start and stop time for payroll purposes.

Since this time is an emergency situation, if overtime is worked, it will not be charged as scheduled overtime on the scheduled overtime record. (See cba, section 13.4 Overtime Compensation and Distribution, (C). All other restrictions/requirements of the University of Delaware Policy for Extreme Weather Conditions will remain in force.

Additional information on extreme weather emergencies may be found in the University of Delaware Policy #4-23, Extreme Weather Conditions/Power Outages, dated 1997.

**LODGING: Plan in advance coordinating lodging accommodations**

Staff members who work during this extreme emergency period of time may have lodging accommodations, subject to Assistant Director level or above approval. Should lodging accommodations be approved, the staff member should contact Grounds Services Division, as this division is the central point of contact for coordinating lodging accommodations.

**EMPLOYEE PERSONAL SAFETY PRECAUTIONS**

The University of Delaware Facilities organization does not expect its staff members to take unnecessary risks to report to or remain at work. In cases where an employee, who is not designated as an essential employee, decides, due to their personal circumstances, that it is best not to report, or to leave work early because of adverse weather conditions, and where the University of Delaware has not issued a closing, late opening, or early dismissal, the staff member is expected to take vacation time or to take leave without pay.
EXTREME WEATHER – ESSENTIAL CARDS

Employees who are considered essential when the UD closes due to an extreme weather event, are responsible for carrying their designated Extreme Weather Card on them.

If a mechanic leaves the Facilities Building Maintenance & Operations Department, it is the responsibility of that employee to turn in their Extreme Weather Card to their supervisor or the designee in order for that card to be reissued.

This policy supersedes all other previous written policies. This policy will formally be reviewed with management and the union each year, on or about each July.