

**University of Maryland Department of Public Safety
Headquarters, Bldg 003
College Park, Maryland 20742-6011**

NOTICE: 10-0008

SUBJECT: University Emergency Weather Closing Standard Operating Procedures

EFFECTIVE DATE: April 4, 2016

ORDERED BY: David B. Mitchell
Chief of Police

- A. The following standard operating procedures should be followed when the University of Maryland, College Park campus is closed for “Declared Emergency Conditions” normally due to inclement weather.
- B. When the campus is closed due to Declared Emergency Conditions, non-essential full-time regular and Contingent 2 employees who were scheduled to work but did not work should be given administrative leave to cover their portion of their workday covered by the Declared Emergency Condition. Non-essential employees who reported at their normal workday start time on these days are not entitled to compensatory time or additional pay.
- C. When the campus is closed due to Declared Emergency Conditions, essential employees are expected to report to work as usual. Essential employees within the Department of Public Safety include: Sworn police officers, Police Communications Operators, and Security Operations Center employees. Full-time employees are entitled to receive compensatory time or additional pay for the portion of their regularly-scheduled shift that was covered by the Declared Emergency Condition, in addition to the hours worked.
- D. Employees who were previously scheduled for overtime events occurring during Declared Emergency Condition will only receive their initial overtime payment and are not entitled to additional pay above the overtime payment.
- E. Employees who were previously scheduled for approved annual leave, sick leave, personal leave, holiday leave, compensatory leave, furlough leave, any unpaid leave, or on approved leave without pay during days in which a Declared Emergency Condition has been announced, are considered to be in a “prior leave status” and are not entitled to administrative leave.
- F. Depending on inclement weather conditions, the university may open late, close early, or remain closed for an entire day. Essential full-time employees, who cannot report to

work for their normally scheduled shifts during Declared Emergency Condition closings, shall be required to take their own accrued leave.

- G. Protocol: The following protocols must be observed by all essential employees and their supervisors:
1. During Declared Emergency Condition closings:
 - a. Patrol squad supervisors, Emergency Communications Center supervisors, and Security Operations Center supervisors should reduce staffing levels to minimums and choose essential employees, on a rotating basis, that must report to work.
 - b. Patrol squad supervisors, Emergency Communications Center supervisors, and Security Operations Center supervisors should also reduce any overlap of employees so that the minimum staffing levels remain.
 - c. An on-duty supervisor should initiate an Emergency Closing overtime tracking sheet and ensure that all essential employees who are working regular shifts during the closing are entered on the overtime sheet.
 - d. An on-duty supervisor or administrator should notify the oncoming shift supervisor(s) as soon as possible when a Declared Emergency Condition closing is announced so that that oncoming shift supervisor(s) can reduce essential staffing to minimum levels before oncoming shift employees report to work.
 2. If the university is closed for the day due to a Declared Emergency Condition, there is no announced reopening time, and the on-duty or oncoming shift supervisor is unsure if the university will open the next day, all shifts for that day should still be reduced to minimum staffing levels. Normally, you should expect that the university will stay closed and not reopen until 0600 hours on the following day.
 3. Examples of timekeeping scenarios are:
 - a. University closed for entire day:

<i>Normal Shift</i>	<i>Emergency closing hours</i>	<i>Administrative leave entered on timecard</i>	<i>Actual hours worked</i>	<i>OT Tracking sheet entry</i>
<i>Essential Days</i>	<i>0700-1700</i>	<i>10 hours</i>	<i>0700-1500 or 0700-1630</i>	<i>0700-1500 or 0700-1630 8 or 9 1/2 hrs of overtime</i>
<i>Essential Evenings</i>	<i>1500-2200 Or 1630-2200</i>	<i>10 hours</i>	<i>1500-2200 Or 1630-2200</i>	<i>7 or 5 1/2 hours of Overtime</i>
<i>Essential Midnights</i>	<i>2200-0700</i>	<i>10 hours on day shift is starting</i>	<i>2200-0700</i>	<i>9 hours of Overtime</i>
<i>Non-essential and essential told not to report to work</i>	<i>0600-2359</i>	<i>8 or 10 hours</i>	<i>Blank or none</i>	<i>None</i>

b. University opening late (0600-1000):

<i>Normal Shift</i>	<i>Emergency closing hours</i>	<i>Administrative leave entered on timecard</i>	<i>Hours noted on timecard</i>	<i>OT Tracking sheet entry</i>
<i>Essential Days</i>	0600-1000	3 hours	0700-1700	0700-1000 3 hours of overtime
<i>Essential Mids</i>	0600-0800 Employees would leave at 0700 hours	1 or 2 hours	2200-0700 Or 2200-0800	0600-0700 or 0600-0800 1 or 2 hours of overtime
<i>Non-essential 0600-1430 or 0800-1630</i>	0600-1000	2 to 4 hours depending on start time	1000-1430 or 1000-1630	None – not eligible for OT

c. University closing early (1400-2400):

<i>Normal Shift</i>	<i>Emergency closing hours</i>	<i>Administrative leave entered on timecard</i>	<i>Hours noted on timecard</i>	<i>OT Tracking sheet entry</i>
<i>Essential Days 0700-1700</i>	1400-1700	3 hours	0700-1500 or 0700-1630	1400-1500 or 1400-1630 1 or 2 ½ hours of Overtime
<i>Essential Evenings 1500-0100 or 1630-0230</i>	1500-2200 Or 1630-2200	10 hours	1500-2200 Or 1630-2200	1500-2200 or 1630-2200 7 or 5 ½ hours of Overtime
<i>Non-essential 0600-1430 or 0800-1630</i>	1400-1430 Or 1400-1630	½ or 2 1/2 hours depending on start time	0600-1400 or 0800-1400	None – not eligible for OT
<i>Essential Mids *This would increase if University closes all night.</i>	2200-2400	2 hours	2200-0800	2200-2400 2 hours of overtime

H. Distribution & Access of Notice

1. This Special Order is being electronically distributed to all agency personnel with document receipts being similarly documented.
2. Printed copies of this Special Order are retained in:

- a. Accreditation files;
 - b. Special Order files; and
 - c. The UMDPS Manual in the Emergency Communications Center.
3. An electronic copy of this Notice is accessible in the UMPD Shared/Manual or through the Manual application in the UMDPS Portal System.