



Policy Number 6.5

Chapter: Operations

**Title: Inclement Weather Response and
Campus Closure**

**Division/Department: Operations/Facilities
Services**

**Policy Administrator: Director of Facilities
Services**

Adoption Date: November 28, 2014

Revision Dates: 3/8/2011, 5/17/2023,
1/21/2025

1. PURPOSE

The Auraria Higher Education Center (AHEC) Board of Directors is committed to providing a safe campus and avoiding unnecessary disruption of scheduled campus activities. To make the Auraria Campus safe and keep it operating normally, AHEC must respond quickly and effectively to inclement weather. On occasion, campus closure, delayed openings, or early release may be necessary to help protect against accidents and injuries. The purpose of this policy is to address responses to inclement weather on the Auraria Campus, including snow and ice removal, closure of campus, pay for workers on days when the campus is closed due to weather conditions, and related issues.

2. DEFINITIONS

- 2.1. **Constituent Institution:** As defined in Colorado Revised Statutes (C.R.S.) § 23-70-101(b), an institution of higher education at and within AHEC, including Community College of Denver, Metropolitan State University of Denver, and University of Colorado Denver.
- 2.2. **Critical Position/Employee:** State Personnel Board Rule 1-38.3, 4 Code of Colorado Regulations 801-1, defines a critical position as one that “departments determine as critical to their operations. Employees in critical positions can be FLSA exempt or nonexempt and can be expected to work and/or remain at their worksite in delayed start, early release, or closure situations.” All Facilities Services and Custodial day shift positions are deemed Critical Positions at AHEC.

- 2.3. Essential Position/Employee: State Personnel Board Rule 1-45.1, 4 Code of Colorado Regulations 801-1, defines essential positions as those “that perform essential law enforcement, highway maintenance, and other support services directly necessary for the health, safety, and welfare of patients, residents, and inmates of state institutions or state facilities. Employees in essential positions can be only FLSA nonexempt and can be required to work unexpected or unusual work hours to perform the essential and/or emergency services of the department without delay and/or without interruption.”
- 2.4. Fair Labor Standards Act (FLSA): The federal law codified at 29 U.S.C. §§ 201-219. Colorado State Personnel Board Rule 1-47.1, 4 Code of Colorado Regulations 801-1, defines the FLSA as including, but not limited to, “the establishment of minimum wage, overtime pay, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in Federal, State, and local governments. Special rules apply to State and local government employment including but not limited to: (a) compensatory time off instead of cash overtime pay, (b) fire protection and law enforcement activities and (c) volunteer services.”

3. POLICY

- 3.1. The Chief Executive Officer of AHEC (CEO) and executives from each Constituent Institution work together to determine a campus closure, early closure, or delay in opening; however, the final decision is vested with the CEO. Conditions for which the campus may be closed include:
 - 3.1.1. Inclement weather (extreme temperatures, snow, ice, tornadoes, flood, etc.).
 - 3.1.2. Fire, chemical spills, and pollution.
 - 3.1.3. Other emergencies, such as civil unrest.
- 3.2. The CEO, in consultation with the Chief Operations Officer, may declare the Auraria Campus closed for business until effective snow and ice removal or other mitigating measures can be completed.
- 3.3. Snow removal on the Auraria Campus is performed by crews under the direction of Facilities Services. All reasonable efforts will be made to remove snow and ice from campus roads, sidewalks, building entries, parking lots, service drives and loading docks prior to the start of classes and to keep them clear the rest of the day. Facilities Services and Custodial may require their employees to report for snow removal and other duties outside of their usual work hours, even when campus is closed.

- 3.4. Effective snow and ice removal requires advance planning based on reliable weather forecasting services, such as the National Weather Service. AHEC will utilize several resources to anticipate snow, frost, freezing rain, and ice accumulation, and may consult with other area agencies regarding their snow removal plans and street closures.
- 3.5. It is recognized that there may be non-weather incidents that impact one or more facilities on the Auraria Campus but do not impact the entire campus (for example, a mechanical system failure). These types of incidents will be addressed on a case-by-case basis, dependent upon the building(s) and users impacted. In the case of a shared building, AHEC will follow the same process as noted above. In the case of an institutionally-owned facility, AHEC and the Constituent Institution that owns the facility will communicate on need and impact.
- 3.6. The Public Information Officer in the Department of Marketing and Campus Relations and other persons designated by the CEO will assist in issuing timely communications to the campus community regarding snow conditions and campus closures, early release, and delays. No other AHEC employee has the authority to notify the news media of a campus closure or delay.
- 3.7. Critical Employees
 - 3.7.1. Whenever the campus is closed due to inclement weather, personnel in Critical Positions must report in-person. Facilities Services and Custodial day shift positions are deemed critical for both snow removal duties and the regular duties assigned to assure the campus infrastructure remains operable and will be ready for resumption of work and classes when the closure is ended.
 - 3.7.2. Critical Facilities Services and Custodial day shift employees:
 - Must report to work in-person. Those who are required to report in-person, but fail to do so, must use annual leave, sick leave, or leave without pay to cover their absence, subject to the rules and policies governing the use of such leave. Failure to report in-person for three consecutive campus closures may be considered an abuse of leave.
 - Will receive snow pay of one and one-half times their pay rate on an hourly basis while participating in snow removal, whether or not the campus is closed.
 - Earn a full day of administrative (snow) leave to be used on another date while working on campus during a campus closure due to inclement weather.

- Are granted administrative leave to cover the difference between their regular eight-hour shift and the actual hours they work on campus during a closure due to inclement weather.

3.8. Essential Employees

3.8.1. Employees in Essential Positions, including law enforcement officers and those designated by their department head as essential, may be required to work during campus closures, either remotely or in-person depending on the needs of the department, as determined by the department head. They will be paid their regular salaries during such times. Non-exempt (typically, state classified) employees will earn overtime pay as prescribed in State Personnel Board Rules 3-35 and 3-36.

3.9. Other AHEC Employees

3.9.1. Employees in non-critical, non-essential positions will be granted administrative leave for the period of closure, unless they were previously granted Telecommuting privileges pursuant to Policy Number 3.3.16 Flexible Working Arrangements. When an employee has Telecommuting privileges, they are expected to work remotely during a closure for inclement weather. If they are unable to work, the employee is expected to take the appropriate leave.

3.9.2. Employees in non-critical, non-essential positions, including student employees, may volunteer to participate in snow removal by contacting the main Facilities Services phone number, (303) 556-3260, where they will be provided further instructions. Volunteers:

- Will receive snow pay of one and one-half times their pay rate on an hourly basis while participating in snow removal, whether or not the campus is closed.
- Earn a full day of administrative (snow) leave, to be used on another date, while working on campus during a campus closure due to inclement weather, so long as they would have otherwise earned administrative leave as a result of the campus closure.
- Must arrive in appropriate clothing to perform snow removal. AHEC will not provide this clothing.

4. APPROVAL AND ADOPTION

This Policy has been reviewed and approved by the Board of Directors for the Auraria Higher Education Center.

Date: May 17, 2023

Approved by: */s/ Tracy Huggins*
Chairperson of the Auraria Board