



University at Buffalo
The State University of New York

Executive Vice President for University Support Services

TO: All Employees
FROM: James A. Willis, PhD *ja.w.*
Executive Vice President for Finance and Operations
DATE: December 1, 2009
SUBJECT: Change in Scheduled Operations

The coming of winter brings with it the potential for adjusting scheduled operations of the campus. University at Buffalo policy requires scheduled operations to continue as long as possible, essential University services to be maintained, and University employees to remain on duty where necessary to perform essential services even under extraordinary circumstances. However, when conditions become so severe that the University cannot operate effectively, the President may make a decision to change scheduled operations resulting in class cancellations, an early departure, or a closing*.

The University is committed to providing timely and accurate information to faculty, staff, students, and the western New York community. Announcements regarding a change in scheduled operations will be made on:

- Text alerting to mobile phones (UB Alert)
- 645-NEWS, the UB information line
- WBFO-FM 88.7, the official UB information station
- www.buffalo.edu - UB Homepage
- <http://www.buffalo.edu/aboutmyub/>, MyUB, a web-based personal portal
- Local broadcast media
- 1620 AM, campus traffic radio broadcast
- Public Safety campus condition line, 645-2345
- If appropriate, all campus e-mail (faculty, student, staff)

Services related to the health and safety of students, faculty, staff, and guests, and facility maintenance and security are essential and must continue in spite of severe conditions. Supervisors determine, based on the nature of the event, which employees are essential. Employees who provide essential services should be identified and notified to ensure understanding about who must remain at or report to work in the event of a change in scheduled operations. Only employees who provide essential services should report to work in such an event.

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According to State policy, employee absences resulting from a change in scheduled operations including class cancellations, early departures, and closings must be charged to appropriate leave accruals. Anyone who does not have sufficient leave accruals may borrow from future accruals. Only the governor can officially declare that the University at Buffalo is closed and only the governor can authorize employees to remain away from work without the use of leave accruals.

Any person who reports to work will not be deprived of the opportunity to work. If it is determined during the course of a workday that the University cannot operate effectively, employees are not required to leave at that moment; employees may leave then or any time thereafter. Only the time that an employee is absent is charged to leave accruals.

There is no guarantee that those employees who arrive at the campus or those who stay after a change in scheduled operations announcement will be able to work at their usual work places. Adequate supervision may not be available or the building in which the individual usually works may not be open. Provision should be made for alternate campus work locations and alternate work for those who do get to the campus but who cannot go to their regular work places or cannot perform their regular work assignments.

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cc: President John B. Simpson
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